

Service Area and contact details

Service Area:	Regeneration Investment & Housing
Contact Details:	Information.management@newport.gov.uk
Privacy Notice Name:	Regeneration & Business Support Services

Source and categories of information being processed

This section is only relevant if personal data has been obtained from a source other than yourself (the data subject).

Newport City Council has obtained the following categories of your personal data:

Not Applicable

We have obtained your information from:

Not Applicable

Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

Our legal basis for processing your information:

There is a contract in place to process your information

Further details about our legal basis for using your information and the purpose of processing:

Our Legal Reason for using your information:

Processing is necessary for the 'performance of a contract' (To enable Newport City Council to provide or enable you to access Regeneration advice, funding and Business Support)

For further information on legal basis please visit www.ico.org.uk

The right to withdraw consent

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

(Only relevant to consent based processing)

You must provide us with the information we need to deliver the service, if there is either:

- A contractual obligation to do so, or
- A statutory obligation to do so.

(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)

The consequences of not providing the information are as follows:

<p>There is a contractual obligation / requirement for you to provide the information requested. Without your information we will only be able to provide a limited level of support. Services we will be unable to offer include:</p> <ul style="list-style-type: none"> • We will be unable to award funding • We will be unable to contact you with future funding opportunities • We will be unable to refer you to any other organisations that may be of further help in regard to your query
<p>Special Category Data <i>(Only relevant if special category data is being processed)</i></p> <p>Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:</p>
<p>We have your explicit consent</p>
<p>Automatic decision making/profiling <i>(Only relevant if we are making an automated decision on a data subject)</i></p> <p>Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:</p>
<p>We will utilise fraud prevention software as a protection against fraudulent applications. Where the intelligence received from such software indicates a risk of fraud we will attempt to resolve any queries with you directly. The feedback from this software may also result in funding assistance being refused outright where criminal activity is detected.</p>

<p>Who will have access to your personal information?</p>
<p>Newport City Council is the data controller and the Data Protection Officer is:</p> <p>Digital Services Manager Email: information.management@newport.gov.uk Tel: 01633 656656</p> <p>Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.</p>
<p>The main users of your personal information are:</p> <p>NCC Regeneration Officers & Management NCC Economic Development Officers & Management NCC Marketing Officers</p>
<p>We may share your information within Newport City Council:</p> <p>Newport City Council Regeneration & Economic Development teams will primarily receive your information. Information may be legitimately shared with other Newport City Council Departments which are relevant to the nature and response to your request, in line with the Freedom of Information Act. These include Finance (including Audit), Legal and Marketing departments.</p>
<p>We may share your information with other, external organisations:</p> <p>From time to time it may be necessary for us to share your personal details with external organisations in order to fulfil your service request, for example: Welsh Government, Heritage Lottery Fund, Wales Co-op, Business Wales, Superfast Business Wales, Business in Focus and Development Bank for Wales.</p>

Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as 'data processors'. In processing your data, we use the following data processors:

The Economic Development team store Business Support enquiries on a secure third party database named Evolutive. The database was designed and created by Alcium Software Company. Applications for funding may be referred to CIFAS, an independent fraud prevention organisation, for the purposes of detecting fraud. CIFAS is a not-for-profit membership organisation.

Details of any international transfers of your personal information:
(if applicable)

Not Applicable

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

Information.management@newport.gov.uk

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

www.newport.gov.uk/FOI

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:

- a) to have your data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

information.management@newport.gov.uk

Complaints Procedure

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

Information.management@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Council's complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

In relation to enquiries for assistance or funding that does not result in any further action we will retain your personal contact information for 5 years + current financial year.

In relation to projects which receive financial assistance Information will be held for a minimum and in accordance with the Statute of Limitations Act 1980. It is a requirement that personal, contact and financial information pursuant to claims to debt arising under statute will be maintained for 6 years + current financial year from final payment of grant date or final repayment of loan date. We will retain the non-personal financial information relevant to the projects we assist indefinitely In order to maintain a historical record of regeneration projects.

We are further required to maintain records in accordance with the terms and conditions set out by our various project funders, these may vary and in some instances exceed the normal retention period.

- UK Steel Grants
- NCC Business Grants
- Welsh Government Regeneration Grants
- Housing Loan
- European Regional Development Fund (ERDF)
- Heritage Lottery Grants