

St Albans City and District Council Community Grants Funds 2025-26 Privacy Notice

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services

What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because you have agreed to share it with us voluntarily. You will be asked to give your consent.

You will be asked to provide the following information: your contact details- Name, Address, Telephone number, Email address] [Art. 6 (1)(a) GDPR]. We are collecting personal information so that we can contact you about your application and to request monitoring on your project if successful.

You can withdraw your consent at any time by emailing GDPR@stalbans.gov.uk. Your rights are set out below.

How will we use the information about you?

If you complete this form the information you provide will be used to enable you to submit a Community Grants Fund application. We will use your information to process your application and contact you on the outcome of your grant application. If successful we will then use your information to contact, you to request monitoring information and to invite you to meetings to discuss your project.

We will share the information with Communities 1st.

We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean Communities 1st where sharing your data is necessary to deal with your application. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud or for Safeguarding purposes

We will ensure that all personal information is kept securely.

How long will you keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information, please contact GDPR@stalbans.gov.uk.

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request. You have the following rights in respect of the information you have consented to share with us:

- To be forgotten i.e., your details will be deleted.
- To have us correct an error.
- To have us restrict the way we use the information.
- To object to us using the information
- To have your information shared at your request (data

portability) We will consider your request and respond within one month.

Please contact GDPR@stalbans.gov.uk.

You can find out more about your rights on our website:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

You can also find out more about your rights on the Information Commissioner's website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf>

We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website:

<https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.

Consent By submitting this form, you are giving consent for us to process your personal information for the purposes outlined above. You have a right to withdraw your consent at any time by emailing GDPR@stalbans.gov.uk.

If you withdraw consent, you will not be able to continue with your application to Community Grants Funds and you will not receive any communications about Community Grants Funds.