

Privacy Notice: UK Community Renewal Fund – York Call for Proposals

This privacy notice was completed in April 2021 and will be regularly reviewed. It explains how CYC will use your information when you apply to this Fund.

When we use your information, City of York Council (CYC) complies with data protection legislation. We are registered with the Information Commissioner's Office (ICO) – reference **Z5809563**.

CYC and the Ministry of Housing, Communities and Local Government (MHCLG) will be acting as joint 'Controllers' for this Fund.

Why is information being collected?

Your information is being collected and used as an essential part of the UK Community Renewal Fund bidding process, so that the MHCLG and CYC can contact you regarding your bid and for monitoring purposes and also, to contact you about matters specific to the Fund.

CYC will:

- only ask you for the information that is necessary to consider your application for this Fund eg your name/ your organisation's name; phone number; email address and postal address and information relevant to your application for this Fund such as finance information.
- protect it and make sure nobody has access to it who shouldn't
- ensure you know if you have a choice about giving us information
- make sure we don't keep it for longer than is necessary

CYC ask that you:

- give us accurate information
- tell us as soon as possible of any changes
- tell us as soon as possible if you notice mistakes in the information we hold about you

If you do not provide the information requested, your application may not be able to be processed.

What will we do with the information?

CYC will use your information as set out in this privacy notice and will only share it with other CYC services as appropriate.

CYC and MHCLG may publicise the use of this fund which may include the name of your organisation.

As part of the process of selecting and monitoring the UK Community Renewal Fund CYC will share you data with other relevant parties to enable us to assess the bids.

- Local Enterprise Partnership (LEP)
- North Yorkshire County Council (NYCC)

Your information will be shared with MHCLG who will share your personal data with relevant government departments including:

- Department for Work and Pensions (DWP)
- Her Majesty's Treasury (HMT)
- Cabinet Office
- Office of the Secretary of State for Scotland
- Office of the Secretary of State for Wales
- Northern Ireland Office
- Department for Education
- Department for Business, Energy and Industrial Strategy (BEIS)
- Department for Environment, Food and Rural Affairs (DEFRA)
- Department of International Trade

CYC may be required or permitted, under data protection legislation, to disclose your personal data without your explicit consent, e.g. if we have a legal obligation to do so, such as law enforcement, fraud or tax investigations, regulation and licensing, criminal prosecutions and court proceedings.

What is our legal basis for processing your information?

CYC processes your information when you choose to apply to this Fund.

Storage of information

CYC will keep your information securely in our network and make sure it can only be accessed by authorised staff.

How long will we keep the information?

See the table below for how long CYC, NYCC and the MHCLG will keep your information. As part of the monitoring process, the MHCLG and NYCC will contact you regularly to ensure their records are up to date.

At the end of the retention period, CYC will destroy your information securely and confidentially.

Data held	Retention period
Name, Contact telephone number, Email address, Postal address	Estimated July 2023 for successful bids and unsuccessful bids
Finance information	Retained for 6+1 years

Where required or appropriate to, at the end of the retention period, CYC will pass onto the City Archives any relevant information.

Further processing

If CYC wish to use your personal information for a new purpose, not covered by this Privacy Notice, we will provide you with a new notice explaining the purpose prior to commencing the processing and the processing conditions. Where and whenever necessary, we will seek your consent prior to the new processing.

Your rights

To find out about your rights under data protection law, you can go to the Information Commissioners Office (ICO): <https://ico.org.uk/for-the-public/>

You can also find information about your rights at <https://www.york.gov.uk/privacy>

If you have any questions about this privacy notice, want to exercise your rights, or if you have a complaint about how your information has been used, please contact us at foi@york.gov.uk or on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.

The MHCLG's Data Controller can be contacted at: dataprotection@communities.gov.uk and you can find their privacy notice for this Fund at <https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus/uk-community-renewal-fund-privacy-notice>

You can find NYCC privacy notice at [Privacy notices | North Yorkshire County Council](#)

You can find LEP privacy notice at <https://www.businessinspiredgrowth.com/privacy-policy/>