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Service Area:	Communities
Work Area:	Green Space Strategy – Rural Development Team
Contact Details:	01443 838632 RDP@caerphilly.gov.uk
Privacy Notice Name:	Rural Development Programme
Description of Privacy Notice:	This notice will cover how the rural development team use and manage your personal information when you engage with our programme activities or when enquiring, applying for or receiving direct or non-direct financial support.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Caerphilly County Borough Council will process your project support enquiry, Expression of Interest, Grant Application including your identity, contact details and company / organisation details to assess your eligibility for financial assistance under the Council's Rural Development Programme grant and non-grant support schemes. Your bank details will also be required if a grant is awarded.

Caerphilly County Borough Council will also record and use your personal information provide evidence for how the rural development programme team delivers against agreed targets, outputs and outcomes.

Legal basis for processing

There is a public task obligation to process your information detailed below:

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Mr Carl Evans
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

The main user of your information will be the Rural Development Programme team. It will enable the team to give appropriate and relevant support to beneficiaries and recipients of financial and non-financial support. Information will be used to assist the team in deciding a project, organisation or individuals' eligibility for support based on specific programme eligibility requirements.

Rural Development Programme team members will register your personal details, including your identity, contact details, location, associated business or organisation details and location into an electronic database when you engage with the programme to evidence and record the total numbers, geographic areas and demographic details of individuals and organisations that engage with the Rural Development Programme team.

The Rural Development Programme team will retain a hard copy of any personal monitoring forms, application forms and supporting evidence as required by the appropriate programme funder.

In cases where direct financial support is awarded, a copy of you or your business bank details will be required. You will also be required to provide copies of financial transactions, invoicing, employment records (where a grant award is approved for staff costs) to evidence your grant award payments.

Details of any sharing of your information within Caerphilly County Borough Council

Your details will be shared with members of corporate finance teams and programme auditors to assess the validity of grant claims made to Caerphilly County Borough Council through the Rural Development Programme team. Where an application for financial or non-financial support concerns licenced or permit required activity, the details will be shared with relevant officers within trading standards, licencing, planning or enforcement.

A summary grant report will be written for each application and will contain the applicants name, business / organisation name, location, requested financial value and previous financial allocations provided by Caerphilly County Borough Council and shared with Corporate Finance, Head of Public Protection, Cabinet Member for Waste, Leisure & Green Spaces.

Details of any sharing of your information with other organisations

The Rural Development Programme team receive and administer funding from various sources and are required to provide details of supported projects and interventions to our

fundere to evidence the range, scope, and impact of project activity within the agreed programmes geographic or thematic area.

Details of any external data processors

The Rural Development Programme employ external consultants to evaluate and monitor progress of performance and impact on an ongoing basis and will share contact and project details of successful financial and non-financial beneficiaries to aid monitoring. Information will also be shared with evaluators, auditors and for compliance requests from our fundere as required. We administer funding from many sources, e.g. Welsh Government, UK Government.

Requests for information

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

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

Grant applications are kept for 10 years following the issuing of the grant award.

In relation to non-grant related information, it will be retained for 7 years in line with the Caerphilly CBC Public Protection Document Retention Policy or scheme guidance as outlined in your grant award letter.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection legislation

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints

Summary Privacy Notice

How we will use your information

Caerphilly County Borough Council will process your project support enquiry, Expression of Interest, Grant Application including your identity, contact details and company / organisation details to assess your eligibility for financial assistance under the Council's Rural Development Programme grant and non-grant support schemes. We are relying on the public task legal basis for processing as detailed in Article 6 1(e) of the UK General Data Protection Regulations. Your information may be shared internally with corporate finance and programme auditors to assess the validity of your grant claim. Your information may be shared with funders to evidence the scope and impact of the scheme. Grant applications are kept for 10 years and non-grant related information for 7 years.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)