

Privacy Notice – Community Support

	Guidance for Completion of Service / Team Privacy Notice
Introduction	<p>Ipswich Borough Council (IBC) has provided this privacy notice to help you to understand how we collect, use and protect your information whilst we provide you with advice and guidance in relation to community funding.</p> <p>The document below will describe how we process your personal information.</p> <p>The purpose of this document is to clearly acknowledge the councils' responsibilities in relation to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.</p>
Definitions	<p>Personal Data means any information related to an identified or identifiable natural (living) person ('data subject') i.e. a person that can be directly or indirectly identified by reference to a name, ID reference number, email address, location data, or physical, physiological, genetic, mental, economic, cultural or societal identifier</p> <p>Special Category Personal Data previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data, health, sex life or sexual orientation. Records of criminal personal data must also be treated in a similar way.</p> <p>Data Controller determines the purposes and means of processing personal data.</p> <p>Data Processor is responsible for any operation which is performed on personal data on behalf of the controller e.g. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.</p> <p>Third Party is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.</p>
Who we are	<p>Ipswich Borough Council's Community Support team delivers a range of community engagement activities and liaises with partners to manage community outreach facilities / services. The team also tackles anti-social behaviour, supports the Community Safety Partnership and wider partnerships working on priorities such as gangs & county lines and domestic violence.</p> <p>The Community Support team supports the funding processes for Seeds for Change, Area Committees, Cash Grants and other Ipswich Borough Council</p>

	<p>funding streams. We can advise communities on other sources of funding available for projects and activities.</p> <p>We are the ‘data controllers’ for the information which is collated and processed. This means we are responsible for deciding how we can use your information. The council regards lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between the council and those with whom they carry out business. The council will ensure that they treat personal information correctly in accordance with the law.</p> <p>The service we provide is discretionary.</p> <p>The Data Protection Officer for Ipswich Borough Council is Siobhan Martin, Head of Internal Audit, and can be contacted at dataprotection@ipswich.gov.uk</p>						
How the law protects you	Data Protection legislation says that we are allowed to use personal information only if we have a proper reason to do so. More information on how the law protects you can be found on the Information Commissioners website						
Our Responsibilities	<p>Data Protection legislation requires us to process personal data legally, fairly and in a transparent manner..</p> <p>All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with Data Protection legislation.</p> <p>For further information on our responsibilities, please see the www.ipswich.gov.uk/dataprotection</p>						
Your Rights	Please see www.ipswich.gov.uk/privacy						
Your responsibilities	You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.						
When do we collect information about you and what information do we maintain?	<p>The information about you which we will maintain will include:</p> <table border="1" data-bbox="440 1697 1469 2063"> <thead> <tr> <th data-bbox="440 1697 794 1765">Personal Data</th> <th data-bbox="794 1697 1469 1765">Where This Is Collected</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1765 794 1977"> <ul style="list-style-type: none"> Name </td> <td data-bbox="794 1765 1469 1977">Event Applications, Consultation Responses, Business Enquiries and Support Requests, Grant Applications, Project Evaluations, Contact Information</td> </tr> <tr> <td data-bbox="440 1977 794 2063"> <ul style="list-style-type: none"> Email Address </td> <td data-bbox="794 1977 1469 2063">Event Applications, Consultation Responses, Business Enquiries and Support Requests, Grant</td> </tr> </tbody> </table>	Personal Data	Where This Is Collected	<ul style="list-style-type: none"> Name 	Event Applications, Consultation Responses, Business Enquiries and Support Requests, Grant Applications, Project Evaluations, Contact Information	<ul style="list-style-type: none"> Email Address 	Event Applications, Consultation Responses, Business Enquiries and Support Requests, Grant
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		Applications, Project Evaluations, Contact Information
	• Telephone Number	Event Applications, Consultation Responses, Business Enquiries and Support Requests, Grant Applications, Project Evaluations, Contact Information
	• Address including postcode	Event Applications, Consultation Responses, Business Enquiries and Support Requests, Grant Applications, Project Evaluations, Contact Information
	• Bank Account Details	Grant Applications
	• Bank Statements	Grant Applications

Special Category Personal Data

Personal Data	Where This Is Collected
Ethnic Group	Project Evaluations
Gender Identifier	Project Evaluations
Biological Gender	Project Evaluations
Health/Disability Questionnaire	Project Evaluations

How do we use your information?	<p>We will be using your information to:</p> <ul style="list-style-type: none"> • Contact you, following your business enquiry, reply to any questions, suggestions, issues or complaints you have contacted us about • Process funding/ grant applications • Inform and update you of developments relating to funding / grant applications • Evaluate the success of the project /activities delivered • Send you information that we believe will be in your interest when you have given your consent for us to do this <p>We will not use your personal data for other purposes other than for what it was collated unless we have obtained your consent or for other lawful purposes (e.g. detection and prevention of fraud).</p> <p>We do not use systems to make automated decisions about you.</p>
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<p>How long do we keep your information?</p>	<p>We will hold your personal information in line with the Council’s Retention Policy:</p> <ul style="list-style-type: none"> • Financial Data – 6 years plus current or longer if required by grant/financial regulation (when providing financial data you will be informed if your data is to be held longer than the time stipulated above) • Personal Data – 3 years plus current for inactive data or longer if required by contractual or legislative regulations (when providing personal data you will be informed if your data is to be held longer than the time stipulated above)
<p>Data Sharing</p>	<p>We will share your personal information with:</p> <ul style="list-style-type: none"> • Application form information shared with decision making panels/committees to allow members to express their view’s on particular projects • Business enquiry and support requests shared with partner organisations to assist with aiding business enquiries and support requests • Funding/ Grant Application data shared with grant application providers as a requirement for achieving grant funding • Project Evaluation Data, shared with project evaluators to assess the success of projects/ activities • Contact information shared with third party mailing software companies, such as Mail Chimp, to allow for easy circulation of information from the Community Support team that would be of interest to the individual with their consent
<p>Transferring your information overseas</p>	<p>Currently, we do not transfer any personal information outside of the European Economic Area (EEA).</p>
<p>National Fraud Initiative (NFI)</p>	<p>We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud.</p>