

## Privacy Notice: UK Community Renewal Fund (Sunderland) – Invitation to Submit Project Bids

### Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018.

Note that this section only refers to your personal data (your name, address and anything that could be used to identify you personally), not the other contents of your application.

### 1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is a data controller for all UK Community Renewal Fund related personal data collected with the relevant forms submitted to MHCLG, and the control and processing of Personal Data. Sunderland City Council is a data controller, designated as a Lead Authority in relation to the Fund and tasked with

The MHCLG Data Protection Officer can be contacted at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk)

Sunderland City Council ('the Council') has been designated as a 'Lead Authority' in Great Britain for the UK Community Renewal Fund. The Council has been invited to run the local bidding process in our area and will operate as a joint data controller for all UK Community Renewal Fund related Personal Data collected with the relevant forms as part of this process, and the control and processing of Personal Data, where such applications are not submitted to MHCLG for consideration.

The Council's Data Protection Policy can be viewed and downloaded at [https://www.sunderland.gov.uk/media/20324/Data-protection-policy/pdf/180522\\_COG\\_DP\\_policy\\_FINAL\\_typos\\_amended\\_180605\\_WEB\\_ISSUE.pdf?m=636905095335770000](https://www.sunderland.gov.uk/media/20324/Data-protection-policy/pdf/180522_COG_DP_policy_FINAL_typos_amended_180605_WEB_ISSUE.pdf?m=636905095335770000) and the Council's DPO can be contacted at [data.protection@sunderland.gov.uk](mailto:data.protection@sunderland.gov.uk) if required.

### 2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the UK Community Renewal Fund bidding process, so that we can contact you regarding your bid and for monitoring purposes. We may also use it to contact you about matters specific to the Fund.

### 3. Legal basis for processing your personal data

The Council and MHCLG will process all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) and all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together "the Data Protection Legislation (as amended from time to time)").

The Data Protection Legislation sets out when we are lawfully allowed to process your data.

The lawful basis that applies to this processing is Article 6 (1) (e) of the UK GDPR; in practice, administration of Renewal Fund matters from start to finish is a task carried out in the public interest and under official authority vested in the Council and MHCLG – the data you supply in and within your application is necessary for the performance of this task.

#### **4. With whom we will be sharing the data**

As part of the process of selecting and processing UK Community Renewal Fund applications, the Council may share your application / personal data with relevant government departments including:

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

The data may also be shared with contractors where they are used for monitoring purposes, to evaluate the programme. Where such contractors are engaged, their contract will set out what they are permitted to do with personal data.

#### **5. For how long we will keep the personal data, or criteria used to determine the retention period.**

If your bid is successful, your personal data will be held for up to two years from the closure of the bidding process. This is currently estimated to be July 2023. As part of the monitoring process, we will contact successful applicants regularly to ensure our records are up to date.

Should your bid be unsuccessful, your personal data will be held for up to two years from the closure of the bidding process, to ensure that it is available for any future monitoring by Government.

#### **6. Your rights, e.g. access, rectification, erasure**

The data we are collecting is your personal data, and you have considerable say over what happens to it.

You have the right to:

- a. know that we are using your personal data
- b. see what data we have about you
- c. ask to have your data corrected, and to ask how we check the information we hold is accurate
- d. complain to the ICO (see below)

## 7. Sending data overseas

Your personal data will not be sent overseas.

## 8. Automated decision making

We will not use your data for any automated decision making.

## 9. Storage, security and data management

Your personal data will be stored in secure Council and government IT systems. Where data is shared with third parties, as set out in section 4 above, we require third parties to respect the security of your data and to treat it in accordance with the law. All third parties are required to take appropriate security measures to protect your personal information in line with our policies.

## 10. Complaints and more information

If you are unhappy with the way the Council is using your personal data, you can [make a complaint](#).

You have a right to lodge a complaint with the independent Information Commissioner's Office (ICO) if you think we are not handling your data fairly or in accordance with the law. You can also contact the ICO for independent advice about data protection, privacy and data sharing. The ICO's contact details are provided below.

If you are not happy with how we are using your personal data, you should first contact <mailto:data.protection@sunderland.gov.uk>.

If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow, Cheshire,  
SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745  
<https://ico.org.uk/>