



PRIVACY NOTICE

Café Culture Grant

This privacy notice covers how Pembrokeshire County Council (as a Data Controller) will collect, use and share your personal data for the purposes of administering the Café Culture Grant. This funding has been made available through the Welsh Government Transforming Towns initiative, to support local businesses in town and district centres to reopen safely and meet the new challenges placed upon them by the COVID-19 pandemic.

Why we need your information (purpose of processing)

We collect and use your personal information so that we can manage the Café Culture Grant. As the key contact for your business/organisation, your personal contact details will be used to contact you to effectively manage the grant process and administer the Café Culture Grant.

The information that you provide will be processed according to the General Data Protection Regulation 2016, the Data Protection Act 2018 the Local Government Finance Act 1992 and the Local Government Act 1988.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud/crime or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information will be shared with our Audit Service within Pembrokeshire County Council and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

What personal data are being collected?

The categories of personal data being collected are:

- ***Title***
- ***Name***
- ***Contact address***
- ***Contact telephone number***
- ***Contact email***
- ***Age range***
- ***Gender***
- ***Black, Asian, and Minority Ethnic Data***
- ***Whether person consider themselves to be disabled***
- ***Whether person is a Welsh speaker***
- ***National Non-Domestic Rates (NNDR) Number***

What is our legal basis for processing your personal data?

The General Data Protection Regulations (GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant conditions are below:

- Article 6 (1)(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- Article 6 (1)(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Some types of personal data are more sensitive than others, and need more protection. This is classed as 'special category data' and could include information about your racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership and the processing of genetic or biometric data, health and sex life and sexual orientation.

We process this type of special category data as it is necessary for reasons of:

- Article 9 (2)(a) You have given your explicit consent. Your consent can be withdrawn at any time. To do this contact the service whose contact details are listed above.
- GDPR Article 9(2)(g) – substantial public interest and DPA 2018 - Schedule 1, Part 2, para 6 (Statutory and government purposes)

Who will we share your information with?

We may need to share your personal data with internal departments, other organisations and third parties, this will include:

- Pembrokeshire County Council
- Welsh Government and associated bodies
- Partner organisations

Pembrokeshire County Council has a duty to protect the public fund it manages. Therefore, the information that you have provided to us may be used for the prevention and detection of fraud and for auditing purposes both internally and externally.

How long do we keep hold of your information?

Pembrokeshire County Council will only keep your information for as long as is necessary, taking into account Government advice and the on-going risk presented by COVID-19. At a minimum the information outlined in this privacy notice will be kept for the duration of the COVID-19 response and relevant audit and funder timescales. – **This is for COVID response data. Financial data is usually current financial year plus 6 but WG should be able to advise how long.**

Your Rights

Under the General Data Protection Regulation 2016 and Data Protection Act 2018, you have rights as an individual including:

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- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to Data portability – you have the right to request transfer of your information without detriment.
- The right to not be subject to Automated decision making and profiling.
- The right of **Access** – you have the right to ask us for copies of your personal data. To make a request, please contact:

Access to Records
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: accesstorecords@pembrokeshire.gov.uk Telephone: 01437 775798

Complaints or Queries:

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk
Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

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

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Email: wales@ico.org.uk

Telephone No: 0303 123 1113

Our Contact Details as Data Controller are:

Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire, SA61 1TP.

Telephone number: 01437 764551 or enquiries@pembrokeshire.gov.uk

Our Data Protection Officer's information is detailed above in the Complaints and Queries section.

Changes to this privacy notice:

We keep our privacy notice under regular review.