



County Durham UK Shared Prosperity Fund (UKSPF) Privacy Notice

This Privacy Notice explains your rights and gives you the information you are entitled to under the Data protection Act 2018.

This privacy Notice only applies to personal data which could be used to identify you personally, not the other contents of your UK Shared Prosperity Fund application.

We will update this privacy notice as required. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z1808275.

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

Durham County Council ("the Council") is a data controller for all UK Shared Prosperity Fund (County Durham) related personal data collected with the forms submitted to the Council, along with the control and processing of Personal Data. The Council has been designated as a 'Lead Authority' in Great Britain for the UK Shared Prosperity under which we will deliver a 3-year funding programme in County Durham for the period April 2022 to March 2025 and will operate as a joint data controller for all UK Shared Prosperity Fund related Personal Data collected with the relevant forms as part of this process, and the control and processing of Personal Data.

The Council's DPO (Data Protection Officer) can be contacted at inforights@durham.gov.uk if required.

2. Why we are collecting your personal data

Your personal data is being collected to comply with UK Government requirements on Lead Authorities to undertake accountable body responsibilities for the delivery of UKSPF. This includes responsibility to ensure the UKSPF is properly spent, in line with the Council's legal duties. To facilitate this, project Expression of Interest / application forms are to be submitted to the Council for appraisal, due diligence and approval into the County Durham UKSPF programme. Approved projects will be subject to on-going monitoring, review and verification of both financial and output and outcome data.

3. Legal basis for processing your personal data

The Council 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 Prosperity Fund matters from start to finish is a task carried out in the public interest and under official authority vested in the Council– the data you supply in and within your Expression of Interest / Application Form is necessary for the performance of this task.

4. With whom we will be sharing the data

As part of the process to appraise, approve and review a project, the Council may share your Expression of Interest / Application Form personal data with relevant government departments including:

- Department for Levelling Up, Housing and Communities (DLUHC)
- Department for Work and Pensions (DWP)
- Department for Education (DfE)
- Department for Environment, Food & Rural Affairs
- His Majesty’s Revenue and Customs (HMRC)

Data may also be shared in line with the Council’s Governance and Assurance structures put in place for the effective management and administration of UKSPF in County Durham. This includes:

- County Durham Economic Partnership plus Board and the UKSPF Technical Funding Group
- Experts invited from outside the UKSPF Technical Funding Group to assist consideration of a specialist proposal

5. How long we will keep the personal data

Your personal data, Expression of Interest / Application Form and information/evidence provided during the delivery of an approved project to support with monitoring, review and verification responsibilities will be held for up to six years from the closure of the 3-year UKSPF Programme. This is currently estimated to be March 2032.

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:

- know that we are using your personal data
- see what data we have about you
- ask to have your data corrected, and to ask how we check the information we hold is accurate
- complain to the ICO (see below)
- object to your data being used for this purpose

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 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

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 by e-mail to: inforights@durham.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>