

## Cornwall Council Town Deal Programme

### Penzance and St Ives Enterprise Grant Schemes

#### Privacy Statement

#### Who will control my data?

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY.

Data Protection Registration Number: Z1745294

#### There's something I don't understand

If you need help in accessing the portal or understanding or completing the Penzance or St Ives Enterprise Grant application questions, please contact the Town Deal Enterprise Grants Co-ordinator by emailing [liz.gilbert@cornwall.gov.uk](mailto:liz.gilbert@cornwall.gov.uk) tel 07483 134989 or the Programmes Team by emailing [grants@cornwall.gov.uk](mailto:grants@cornwall.gov.uk)

#### Why do you need my information?

You wish to apply to either the Penzance or St. Ives Enterprise Grants Scheme so we need information about your business/organisation and your proposed project in order to assess your eligibility to the Scheme and how well your project will contribute to its objectives and those of the towns' Town Investment Plans (TIPs). Without this we will not be able to make a decision on whether you can be awarded the grant.

#### How we will use the information about you

The information you enter on the application form(s) and other supporting documentation submitted through the application portal will form your Full Application for grant funding to either the Penzance or St. Ives Enterprise Grant Scheme.

**Your information will be processed under UK GDPR Article 6(1)(e) for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.**

#### Who else will we share your information with?

We will only use this information in conjunction with your application to the Penzance or St. Ives Enterprise Grant Scheme. This will include teams within the Economy & Skills Directorate (such as the Programmes Team and Claims & Audit) in order to process and assess your application, process grant claims and provide support. In addition, depending on the financial value of the grant requested, the

application and/or information within it will be provided to and considered by either the Penzance Town Deal Board or the St. Ives Town Deal Board including any sub-groups of Cornwall Council and the Town Deal Project Management Office.

### **How will we look after your data**

- Your data will be entered and held within an externally secured hosted site whose premises will not be outside of the UK/EEA. Access to your information on the portal will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.
- Once submitted your data will be held within Cornwall Council's secure network and premises and will not be processed outside of (the UK/the EEA). Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

### **How long do we keep your data for?**

Cornwall Council will not retain your personal/business information for longer than necessary. The information you provide to apply to the 2021-2026 Town Deal Programme through either Penzance Enterprise Grant Scheme or St Ives Enterprise Grant Scheme, will be retained and the data will be used to assess your eligibility and fit against criteria to the programme. We will retain data from funding applications (including supporting documents and correspondence) for the duration of the Town Deal programme and any required retention periods which would be confirmed in any future offer.

If legally required, or if it is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our Terms and Conditions, Cornwall Council may also retain your information for a limited period of time as required, even after your application is closed or it is no longer needed to provide the Services to you.

With funding applications through the Town Deal Programme, there may be instances when Cornwall Council is contractually required to hold onto your data for a set period for monitoring purposes. You will be informed of this should you be successful in applying for funding.

### **What are my data rights?**

The information you provide in the application form(s), supporting documents and correspondence belongs to you and you have the right to

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete

- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- We use Secure Sockets Layer (SSL) certificates to verify our identity to your browser and to encrypt any data you give us.

### **How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact: Data Protection Officer, Cornwall Council, County Hall, Truro, TR1 3AY, Tel: 01872 326424, Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

### **I don't agree with something**

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns directly with the Information Commissioner's Office Tel No. 0303 123 1113

<https://ico.org.uk/concerns/>

### **Review of this privacy policy**

We may update this privacy notice from time to time as necessary. The terms that apply to you are those posted here on our application portal on the day you use our application portal. We advise you to print a copy for your records.