

Gala and Similar Annual Events Grant Fund Privacy Notice

For information on how your information will be stored and used please read the following Gala and Similar Annual Events Grant Fund Privacy Notice. A copy is also available on-line at <https://www.westlothian.gov.uk/galafunding>

Privacy Notice

Community Regeneration – Gala and Similar Annual Events Grant Funding

In accordance with the Data Protection Law the following information serves as a 'Privacy Notice' for the information gathered, collected, processed and stored for the administration of the Gala and Other Similar Annual Events Grant Fund administered by Community Regeneration.

What Information do we need?

West Lothian Council will collect personal information about you. Some or all of the following information will be held by West Lothian Council. This information will include:

- Details of a nominated member of the group; name, position in the group, address, telephone and e-mail address.
- Group Constitution or Memorandum of Association
- Group Bank Statements
- Group banking details including Bank Account Number and Sort Code via SF01 Form if requested
- Group Accounts / Income and Expenditure
- Receipts / Quotes / Invoices / copies of bank statements if requested
- Copies of certificates of insurances if requested

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Your data will be used to:

- Assess your application, progress your application, payment of & financial monitoring of the grant.
- Contact you regarding the Gala Fund in future years
- To contact you regarding information that may be relevant to your organisation including relevant events.
- To contact you for feedback regarding the quality of services provided to you.

Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Who will we share your information with?

We will share your information with internal West Lothian Council colleagues in services such as; Central Administration, Events Coordinator, Financial Management Unit, Insurance, Licencing, Operational Services as required to carry out your request.

If you are a gala committee we may share your contact details with Zurich Insurance who will contact you in connection with provision of your Public Liability Insurance which is provided/paid for by West Lothian Council.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years unless there is a requirement to keep your information longer. After this time personal information will be securely destroyed.

Unsuccessful applications will be retained until the end of the financial year and after this time personal information will be destroyed.

Providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Douglas Grierson, Regeneration Team Leader, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: douglas.grierson@westlothian.gov.uk

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: dpo@westlothian.gov.uk

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the Information Commissioner's Office: <https://ico.org.uk/>

Data Protection Regulation

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To make a request for information, amendment or erasure, you will need to put your request in writing and provide proof of identification to: West Lothian Council, Douglas Grierson, Regeneration Team Leader, Community Regeneration, West Lothian Civic Centre, Howden Road South, Livingston, West Lothian EH54 6FF or email: douglas.grierson@westlothian.gov.uk