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Service Area:	Planning and Regeneration
Work Area:	Urban Renewal Team / Business Support & Funding Team
Contact Details:	Telephone 01443 866448 / 01443 866220 Email: CIGrants@caerphilly.gov.uk / business@caerphilly.gov.uk
Privacy Notice Name:	Expressions Of Interest and Applications received in relation to the Council's Commercial Improvement Grant, Business Start Up Grant and Business Development Grant Schemes
Description of Privacy Notice:	This privacy notice will explain how Caerphilly County Borough Council will use the information you submit when enquiring or applying for financial assistance from the Council's Commercial Improvement Grant, Business Start Up Grant and Business Development Grant Schemes

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Caerphilly County Borough Council will process your Expression of Interest or Grant Application including your identity, contact details and company details in order to assess your eligibility for financial assistance under the Council's Commercial Improvement Grant, Business Start Up Grant and Business Development Grant Schemes. Your bank details will also be required if a grant is awarded.

Legal basis for processing

There is a public task obligation to process your information detailed below.

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Act must be identified, which is outlined below:

1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

Staff within the Urban Renewal Team will register your Expression of Interest and Grant Application for a Commercial Improvement Grant, including your identity, contact details, company details and business location into an electronic database in order to assess your eligibility for financial assistance under the Council's Commercial Improvement Grant Scheme and to inform you of their decision.

Staff within the Business Support & Funding Team will register your Grant Application for a Business Start Up Grant or a Business Development Grant, including your identity, contact details, company details and business location into an electronic database in order to assess your eligibility for financial assistance under the Council's Business Start Up Grant and Business Development Grant schemes.

A hard copy of the forms will also be kept on file. Your bank details will be required if a grant is awarded.

Details of any sharing of your information within Caerphilly county borough council

The property details and quote received for the Commercial Improvement Grant application will be shared with Quantity Surveyors in the Housing Department.

A summary report containing the applicants name, business name and location will be written for every grant claim and will be shared with Corporate Finance, Head of Regeneration and Planning and the Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion. Notice of the decision will be posted on the Members' Portal for a period of three days.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

Grant applications are kept for 10 years following the issuing of the grant award.

Grant recipients must also comply with and assist the Managing Authority to comply with document retention requirements under any applicable State Aid rules. Where Projects are operating under a State Aid scheme in accordance with the General Block Exemption Regulation (Commission Regulation (EU) No 651/2014) or De Minimis Regulation (Commission Regulation (EU) No 1407/2013), Grant Recipients must maintain detailed records with the information and supporting documentation necessary to establish that all the conditions laid down in the Regulation are fulfilled. Such records must be kept for 10 years after the last aid is granted under the scheme.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection Act 1998

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints

Summary Privacy Notice

How we will use your information

Caerphilly County Borough Council will process your Expression of Interest or Grant Application including your identity, contact details and company details in order to assess your eligibility for financial assistance under the Council's Commercial Improvement Grant, Business Start Up Grant and Business Development Grant Schemes. Your bank details will also be required if a grant is awarded.

Staff within the Urban Renewal Team and the Business Support & Funding Team will be the main users of your information. A summary report containing the applicants name, business name and location will be shared with Corporate Finance, Head of Regeneration and Planning and the Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion. Notice of the decision will be posted on the Members' Portal for a period of three days.

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You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)