

Background

The Department for Communities is working with The National Lottery Community Fund on the COVID- 19 Charities Fund to support charities. This is a fund of last resort and it aims to provide help to those most in need, unable to meet unavoidable costs and facing imminent closure. Only those charities who have demonstrated that they have taken all reasonable steps to ensure their survival including the utilisation of other funding sources, seeking agreements with creditors and reducing activities to essential services over the immediate term will be considered for funding.

Privacy Notice

This Privacy Notice explains your rights and gives you the information you are entitled to under the Data Protection Act 2018 and the General Data Protection Regulation (“the Data Protection Legislation”). Note that this Privacy Notice only refers to your personal data which we process (e.g. the details of individuals at your organisation - name, date of birth, home address, email address, phone number, job title).

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Who controls the information you provide?

The COVID- 19 Charities Fund is led by the DfC and The National Lottery Community Fund. Both organisations jointly control the reasons for your personal data being collected and how it is processed for the purposes of the COVID- 19 Charities Fund project.

The DfC and The National Lottery Community Fund have agreed that each of them will take lead responsibility for compliance with data protection laws in respect of the elements of the processing they undertake.

This privacy notice is issued jointly on behalf of the DfC and The National Lottery Community Fund.

Why are we collecting and processing your personal data?

At the application stage, the personal data we process are the details of a legally responsible individual at your organisation (name, date of birth, home address, email address, phone number, job title). This is processed by The National Lottery Community Fund to conduct organisational checks for the purposes of grant making. We will also hold contact details (name, phone number, email address) of an individual at your organisation to maintain contact during the programme.

All data collected at the application stage is shared by The National Lottery Community Fund with the DfC for oversight, audit and assurance purposes to prevent fraud and ensure that the money has been spent in accordance with regulations and the purposes of the project.

The DfC may use publicly available information about you to carry out background checks for the purposes of assessing any risks to public funding in making a grant to your organisation.

Our legal basis for processing your personal data

The DfC and The National Lottery Community Fund are processing your personal data as it is necessary for a task carried out in the public interest.

Who will we share your personal data with?

The DfC and The National Lottery Community Fund hold the personal data outlined above on individual databases. The National Lottery Community Fund will be able to access your email address to enable them to communicate with you regarding the project's progress and any relevant information. The DfC will be able to access these details to contact you to check that the money has been spent in the way agreed during your application to the Fund.

We may share your personal data with organisations that help us to run this programme by conducting organisational checks and verifications for due diligence.. We will only share personal data which they need to carry out their work and subject to appropriate security measures.

The personal data The National Lottery Community Fund collects from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by the National Lottery Community Fund and these fraud prevention agencies, and your data protection rights, can be found by contacting (data.protection@tnlcommunityfund.org.uk)

How long will we keep your personal data?

Your personal data will be retained for seven (7) years if you are successful at receiving a grant from this programme, being erased by September 2027. If your application is unsuccessful, your data will be kept for two (2) years, being erased by September 2022.

Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have the right:

- To see what data we have about you
- To ask us to stop using your data, but keep it on record
- To ask us to stop using and delete your data in certain circumstances
- To have all or some of your data corrected
- To lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law.

You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113. ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Should you have any concerns or wish to exercise the rights outlined above in respect of the personal data which:

- The DfC is processing, please contact the DfC Data Protection Officer at dpo@communities-ni.gov.uk
- The National Lottery Community Fund is processing, then please contact the Data Protection Officer at gdpr.mailbox@tnlcommunityfund.org.uk .

Accuracy

The DfC and The National Lottery Community Fund take all reasonable steps to keep personal data in its possession or control, which is used on an on-going basis, accurate, complete, current and relevant, based on the most recent information available to us. If we are advised of a change in information, we will update the data accordingly.

We rely on you to notify us of any changes to your personal data.

Your personal data will not be sent overseas and will not be used for automated decision making.

Security of personal information

We are committed to taking all reasonable and appropriate steps to protect the personal information we collect from you from improper use or disclosure, unauthorised access, unauthorised modification, and unlawful destruction or accidental loss. We have taken and will take appropriate information security, technical, storage and organisational measures to such end, including measures to deal with any suspected data breach. All providers who are associated with the

processing of your information are obliged to respect the confidentiality of your personal data.