

# Privacy Notice for the Community & Open Spaces Grant funding programme

## What this document is for

This privacy notice provides details on how we use your personal information for the purposes of supporting your business through the Community & Open Spaces Grant funding process.

By 'we', we mean South Norfolk Council as the Data Controller and the commissioner/deliverer of the funding support.

By 'use' we mean the various ways it may be processed, including storing and sharing the information.

## Further details

We also provide the following details in our [general privacy notice](#) on our website:

- Your rights under the UK General Data Protection Regulation (the UK GDPR) and how to exercise them;
- How to make a complaint and contact our Data Protection Officer; and
- How to contact the regulator, the Information Commissioner's Office

## What we use your information for

We will use your information:

- To check eligibility for support in terms of the criteria for the funding programme
- To contact you about your expression of interest for support through the programme, and to arrange a visit to discuss your proposed project in more detail to assess what support we may provide.
- To complete an appraisal of the project to go before Cabinet for a funding decision.
- To contact you about the outcome of your request for funding, and where successful to monitor delivery of the project we have part funded.

## What personal data we collect and use about you

When we administer this programme, we will collect specified information about you and the organisation (which may constitute personal data if you are self-employed) which will include:

- Full name
- Organisation name
- Contact details such as email address, telephone number
- Unique identifier (e.g. Company Reference Number, Charity Registration Number, Unique Tax Reference, VAT registration number)
- Website address and details of social media channels used
- A summary of the capital expenditure project, its cost (including quotes and receipts), and details of the benefits to the organisation
- Profit and loss or cash flow projections as appropriate.
- Evidence of the bank account to which any grant support payment (if applicable) is to be made

## **Who provides this information**

South Norfolk Council will receive this information from you.

## **Who we share your information with**

We will share limited data with other Council departments to confirm that your organisation is compliant with the regulatory functions and are not in arrears with any payment to the Council (planning, licensing, business rates, etc.)

## **How the law protects you and the legal basis for processing your information**

We have legal grounds under the UK GDPR to process this information because it 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.

## **How long will we keep your personal information for?**

In the case of successful applicants, we will keep your records for 7 years, from closure of the funding scheme. This record includes the full information in the expression of interest form, in addition to any other information we may subsequently collect in support of your case.

Expression of interest for funding and further case information for unsuccessful applications will only be kept for 36 months from closure of the funding.

If we need to use your information for research or reports, your information will be anonymised. The information will continue to be used in a summarised and anonymised form in any reports or papers that are published.

## **How we keep your information**

The information is stored securely, on the Council's network.

## **Changes to this notice**

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated August 2026.