

Privacy Notice for the Nature Conservation Fund - South Norfolk Council

What this document is for

This privacy notice provides details on how we use your personal information for the purposes of processing your application to the Nature Conservation Fund grant scheme, registering your place on any related workshops, monitoring project delivery (if successful) and keeping in touch regarding future opportunities.

By 'we', we mean South Norfolk Council as the Data Controller. 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 contact you about any workshop bookings made as part of the Nature Conservation Fund grant scheme, including providing event details and follow-up information after the event where applicable.
- To process your grant application, contact you if we need further information or clarification, and inform you of the outcome.

If the application is successful, we will:

- Communicate with the project lead about project delivery and monitoring.
- Arrange site visits to discuss project delivery including one mid-project and one end-of-project visit.
- Contact those involved in the delivery of the project or associated activities about monitoring and capturing the success of the project which may include:
 - Completing a social impact survey
 - Environmental monitoring activities
 - Obtaining feedback on your experience of taking part in the Nature Conservation Fund grant scheme.

- To contact you about the opportunity to join a potential future network for successful project groups that have been supported by the Nature Conservation Fund.

If you have signed up to our Nature Conservation Fund mailing list, we will use your information:

- To notify you of the opening of future rounds of the Nature Conservation Fund and share related opportunities.
- To share case studies and the successes and learnings from the Nature Conservation Fund

What personal data we collect and use about you

When we administer this programme, we will collect specified information about you and the community group or Town/Parish Council you are part of (which will constitute personal data if you are applying as a landowner or provide a personal email and/or telephone number as the lead contact) which will include:

- Full name of lead contact
- Contact details including email address and telephone number of lead contact
- Postcode of those involved in delivering the project
- Organisation name
- Organisation address
- Organisation bank details including bank name, sort code and account number that the grant should be paid into.
- One of the following must be provided as evidence of the organisation's bank details:
 - An invoice quoting the bank details.
 - A bank statement (we do not need to see transactions, just the name, sort code and account number)
 - A paying in slip.
- Website address and details of organisation social media channels used (if applicable)

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 verify your organisation's bank account details, to check that you are compliant with the regulatory functions of the council (planning, licensing etc) and are not in arrears with

any payments to the Council and enable the payment of the grant to the specified bank account.

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.

We process your personal data with your consent if you join our Nature Conservation Fund mailing list.

How long will we keep your personal information for?

In the case of successful applicants, we will keep your records for 7 years from the date your application to the Nature Conservation Fund scheme was accepted. This record includes the full information in the application form, in addition to any other information collected during the monitoring of your project.

For unsuccessful applicants, we will keep your records and any additional information for 36 months from the date the relevant Nature Conservation Fund application round closed.

If you have signed up to our mailing list, we will keep your data for the duration of the Nature Conservation Fund scheme or until you unsubscribe. You can unsubscribe by emailing: environmentalstrategy@southnorfolkandbroadland.gov.uk

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 July 2026.