**Privacy Notice for the Rural Business Builder Capital Grant funding programme (SNC)**

**What this document is for**

This privacy notice provides details on how we use your personal information for the purposes of supporting your business though the DEFRA Rural England Prosperity funded - Rural Business Builder Capital 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 [Privacy Policy](https://www.southnorfolkandbroadland.gov.uk/data-protection/broadland-district-council-data-protection)

* Your rights under the UK General Data Protection Regulation (UK GDPR);and
* How to exercise them

**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 business and capital expenditure project in more detail to assess what support we may provide.
* Provided in the initial form and supplementary information provided during any visit and follow up communications, to incorporate into an appraisal of the project to go before a panel 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 business (which may constitute personal data if you are self-employed) which will include:

* Full name
* Business name
* Address of business premises (this will be your home address if the business is operating at or from home base)
* Contact details such as email address, telephone number
* Size of business the grant relates to (in terms of staffing)
* Business sector
* How long the business has been established
* Unique identifier (Company Reference Number where a limited company, Unique Tax Reference, Self Employed/Self-Assessment Registration Number, or National Insurance Number, 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 business
* Your most recent year end accounts, profit and loss or cash flow projections as appropriate.
* Bank statements for 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 you or your business appear on our records at the business trading address provided in the South Norfolk Council area, are compliant with the regulatory functions of the council (planning, licensing, rating etc) and are not in arrears with any payments to the Council.

This particular grant programme is funded by DEFRA. As part of our reporting to DEFRA we may need to share personal information in the form of your self-employment registration number (if applicable) but will not share other personal information. We will share the following business information: sector, company number or business postcode.   
  
**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 submission of your expression of interest for funding. 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 (initially it will be kept for use should any funds remain towards the end of the 24-month programme).

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 2023.