

## **Community Investment Fund Privacy Notice**

### **1. Who we are**

Bromsgrove District council is the data controller for the personal information you provide as part of your grant funding application.

### **2. What information we collect**

We collect and process personal data in your application, which may include:

- Name and contact details
- Organisation details
- Information about your project or proposal
- Financial information relevant to the funding request
- Any supporting documentation you provide

We may also generate internal assessment notes relating to your application.

### **3. How we use your information**

We use your information to:

- Assess your application for funding
- Make decisions about awarding grants
- Administer successful grants
- Monitor how funding is used and evaluate outcomes
- Prevent fraud or misuse of public funds

Applications will be reviewed by a **grant assessment panel**, which will include internal officers.

### **4. Lawful basis for processing**

We process your personal data under **Article 6(1)(e) of the UK GDPR – Public Task**, as the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

### **5. Who we share your data with**

Your information may be shared with:

- Members of the grant assessment panel
- Auditors or regulators

All recipients are required to respect the confidentiality and security of your data.

### **6. Data retention**

We will retain your application data for the duration of the funding programme and for a defined period afterwards. Please see below.

**Retention period:**

- Applications will be kept until the end of March 2028 (programme end)
- Plus an additional 6 years for audit, legal, and financial accountability purposes

After this period, your data will be securely deleted or anonymised.

**Please refer to the main privacy notice - [Privacy Notice Information and your rights](#)**