



Privacy Notice

Economy & Infrastructure (Economic Programmes, Cumbria LEADER Programmes)

The Cumbria Fells & Dales & Solway Border & Eden Programmes are responsible for delivering European Rural Development funding across Cumbria to achieve the aims of the Local Development Strategies developed and approved in 2014/15. The overarching aim of the programme is to support businesses & other organisations to create jobs and the conditions for growth across Cumbria.

We are committed to making sure that information is kept safe, stored securely and can only be used by the people who need it to enable us to offer your family the support and services that you require.

The safety and well-being of all our service users is of paramount importance to us.

What information does the council collect about me?

Data is collected for the purposes of processing, appraising and collating the outputs achieved as part of the programme.

As part of the LEADER Programme we will collect the following personal data:

- name,
- address,
- date of birth,
- contact details i.e. phone number, email address
- business details,
- location,
- project costs.

We may also collect, store and use the following 'special categories' of more sensitive personal information:

- gender

How is your personal data collected?

Data is collected as part of the outline application/expression of interest process, followed by further data being collected as part of the full application process.

Data Sharing

Cumbria County Council holds personal data about applicants to the LEADER programmes and this data is used to:

- Enable grant funding applications to be appraised, contracted and delivered (subject to approval)
- Assess how the overall programme has performed against the Local Development Strategy
- Evaluation & improve the programme and provide evidence to support future funding bids for Cumbria.
- Data will be used by public bodies or their appointed agents in connection with the Rural Development Programme for England.
- Data will be used by Cumbria County Council staff members in the function of their duties as part of the Economic Programmes Team
- Data will be shared with members of the Local Action Group for either the Solway Border & Eden Programme or Cumbria Fells & Dales to enable them to exercise their function within the programme.

How will we use information about you?

Cumbria County Council Economic Programmes Team holds personal data about applicants to the LEADER programmes and this data is used to:

- Enable grant funding applications to be appraised, contracted and delivered (subject to approval).
- Assess how the overall programme has performed against the Local Development Strategy.
- Evaluate & improve the programme and provide evidence to support future funding bids for Cumbria.
- Information will be used by public bodies or their appointed agents in connection with the Rural Development Programme for England.

We will only use your personal information when the law allows us to. As we are collecting your personal data the council is required to state a relevant legal basis for this processing under the General Data Protection Regulation (GDPR), which in this case is:

- **GDPR Article 6(1)(e)** processing 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

Data Security

The information you supply will be kept on a secure Rural Payments Agency database and Cumbria County Council system and can be accessed by a number of authorised people within the Economy & Infrastructure directorate and the Rural Payments Agent. This will include professionals who are working with your business where there is a valid reason for them to do so.

All of the information you give us will be kept safe and secure whether it is written or on a computer system. We will treat any personal information confidentially and will comply with the Data Protection Act 2018. This means that, if we keep any of your personal data we must:

- Tell you what information we need to collect from you
- Only use the information for the reason we have agreed with you
- Not ask for more information than we need to provide the services
- Let you see any information we have collected about you, on request
- Keep the information safe, secure and confidential
- Personal information will be deleted in accordance with our data retention policy

Last Updated: 29th October 2019.

