

GDPR Statement - Third Sector Resilience Fund

application form

In processing personal information, The City of Edinburgh Council must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data controller

Data controllers are the organisations or individuals that determine how your personal information will be processed. By law, data controllers must pay a fee to register with the UK Information Commissioner who is the data protection regulator within the UK. The City of Edinburgh Council data controller registration number: Z5545409.

Personal data categories

The personal data being collected are:

- Contact name
- Contact phone number
- Contact email address

Purpose for processing personal data

The personal data being listed above are being collected as part of the application process for funding from Phase 2 of the Third Sector Resilience Fund. This information will be used to contact the nominated contacts about funding decisions.

On occasions, we may keep your personal information within the Council's archives for evidential and historical reasons or use it for research and statistical purposes.

It will sometimes be necessary to process personal information to protect individuals from harm or injury, to prevent and detect crime, to comply with legal orders, and to provide information in accordance with a person's rights.

The Council will only process your personal information when it is lawful to do so.

Retention period

We will not keep your information for any longer than it is needed, and will dispose of both paper and electronic records in a secure way.

Information will be held for 6 years following the end of the financial year in which it is collected.

Information sharing

To provide you with good quality services and to meet our legal obligations, we will sometimes share your personal information between teams within the Council, and with external partners and agencies involved in delivering services on our behalf.

The Council may also provide personal information to third parties, but only where it is necessary, either to comply with the law or where permitted under data protection legislation.

We will only share your information with partners or suppliers who have sufficient measures and procedures in place to protect your information and can meet their legal obligations under data protection legislation. These requirements will be set out in contracts or information sharing agreements.

We will not share your information for marketing purposes, unless you have specifically given us with permission to do so.

Your information will normally be stored and processed on servers based within the European Economic Area. While it may sometimes be necessary to transfer personal information overseas, any transfers will be in full compliance with data protection legislation.

Data protection rights and complaints

If you are concerned about what we do with your data, or think something has gone wrong, for example if you have received correspondence from the Council which is not addressed to you, contact the Council's Data Protection Officer to report a data protection incident.

You have rights under data protection law. You can find more information about them [here](#).

Grant Conditions/Terms

Please note that in signing this application form you are agreeing to the Council's Standard Grant Conditions and Grant Standing Orders.

Please read these documents prior to signing this form by following the following links:

- [Council standard conditions of grant](#)
- [Grant Standing Orders](#)