

CHARD HIGH STREET HERITAGE ACTION ZONE

Building Repair & Shop Front Improvement Grant Scheme

APPENDIX C: Privacy Notice

By applying for a Chard High Street Heritage Action Zone (HSHAZ) grant, you will be supplying us with personal information including your address, your interest in the proposed grant-funded property (including ownership or lease details), your contact details, and your bank details, as well as any other information considered necessary to process the grant application.

Who is collecting it?

The data is collected by South Somerset District Council (SSDC).

How is it collected?

The information is collected through the relevant grant scheme application forms. Any other relevant/subsequent emails will be stored in the same location.

Why is it being collected?

The information is collected in order in order to process and administer the HSHAZ grant scheme.

How will it be used?

The information is collected in order that grant applications can be appropriately assessed and awarded. The data will also be used to process and pay successful grant claims.

Who will it be shared with?

Details provided on the application forms including your name, address of the proposed grant-funded property and your connection with the property (owner, tenant, etc.) will be shared with the HSHAZ Grant Approvals Group as part of the grant approvals process. Bank details will not be shared with the Group. Group members active in the decision-making process are SSDC officers, Historic England officers and Levitate Architecture West (contracted by SSDC as HSHAZ Conservation Architects). The SSDC Portfolio Holder for Chard Regeneration is an observing member. All members of the Group are aware of their responsibilities under Data Protection legislation.

Personal data collected may also be passed to Historic England as the grant scheme funder, who will comply with all obligations imposed on them as a data controller under Data Protection legislation.

SSDC may also refer the application to professional advisors and sub-consultants to support the council in reviewing grant applications. Details of your application including your name, address, ownership details, and proposed grant supported work may be shared with them. In specific circumstances they may be required to get in contact with you directly. They will be required to comply with all obligations imposed on them under Data Protection Legislation.

Your details may also be shared between relevant SSDC departments as necessary, only in accordance with the HSHAZ grant scheme.

Details of applications (building address, project description and amount awarded) will be shared with Historic England and may be published or reported on the SSDC and/or Historic England websites. Personal details will not be included in this information.

Duties relating to SSDC will be transferred to the new Somerset Council when it ceases to exist.

What are SSDC doing to ensure the security of personal information?

Personal documentation including grant application forms will be stored securely on SSDC file server and database. Any paper correspondence will be scanned to electronic file and saved in the same location, and the paper copy destroyed via confidential waste processes.

How long will SSDC be keeping the personal information for?

All personal information will be stored for 6 years following the conclusion of the Chard HSHAZ project in March 2024.

Your rights

Under data protection laws you have a number of rights in relation to your personal information. In relation to certain rights, we may ask you for information to confirm your identity and, where applicable, to help us to search for your personal information. Except in rare cases, we will respond to you within 1 month after we have received this information or, where no such information is required, after we have received your request. This section explains what they are and how you can use them, if you wish.

Accessing your personal information

You have the right to request a copy of the personal information that we hold about you. This is known as a Subject Access Request. If you wish to request a copy of your personal information please address requests to the email address below.

Correcting and updating your personal information

The accuracy of your information is important to us. If you change your name or address/email address, or you discover that any of the other information we hold is inaccurate or out of date, please contact us using the email address below.

Erasing your personal information or restricting its processing

You may ask for your personal information to be removed from our systems. Unless there is a reason that the law allows us to use your personal information for longer, we will make reasonable efforts to comply with your request. You may also ask us to restrict processing your personal information in the following situations:

- Where you believe we have unlawfully used your personal information and you choose not to elect for your information to be erased;
- Whilst we are verifying the accuracy of the information following a contest of accuracy;
- You objected to us processing your personal information and we are considering whether our legitimate grounds override your decision;
- You have objected to its use and our investigation is pending or you require us to keep it in connection with legal proceedings.

In these situations, we may only store your personal information and not further process whilst the restriction is in place. Unless we have your consent or are legally permitted to do so, for example to protect the rights of another individual or company or in connection with legal proceedings. If you wish to exercise any of these rights please address your request to SAR@southsomerset.gov.uk We will endeavour to complete your request as swiftly and diligently as possible.

If you have any questions about how your personal information is handled, please contact our Data Protection Officer at DPO@southsomerset.gov.uk.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk



HM Government



Historic England



South Somerset
District Council

**REVITALISING
OUR HISTREET**