

**‘Bushmills Community Choices’ Participatory Budgeting Project**

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| **PRIVACY NOTICE** |
| This privacy notice is to let you know how the Community Development section of Causeway Coast and Glens Borough Council will look after your personal information. |
| **Our Standards:** |
| The processing of personal data is governed by the Data Protection Act (DPA) and other relevant legislation. When we ask you for personal information, we will ensure that:   * you know why we need it * we only ask for what we need and don’t collect too much or irrelevant information * we protect your information and make sure nobody has access to it who shouldn’t have * we only share it with other organisations when it is lawful to do so * we don’t keep it any longer than is necessary * it is not made available for commercial use without your permission |
| **Why Are You Processing My Personal Information?** |
| The Community Development section is collecting and processing your personal information because it is required to enable you to submit a bid for the ‘**Bushmills Community Choices’ Participatory Budgeting Project.**  Failing to provide the information requested may result in your bid submission being ineligible.We will use your personal information to:   * To enable the processing of the Bushmills PB bid submission. * To ensure compliance with the Participatory Budgeting Process. * To notify you about changes or updates about the project. * To answer any of your questions. |
| **What Type of Personal Information Are You Processing?** |
| We will be collecting and processing the following types of personal information:   * Personal Information - name, address, phone number, email address, etc. * Special Category data – e.g. children’s name. |
| **Where Do You Get My Personal Information From?** |
| We will get your personal information from project bid form that you will complete and submit for the project. |
| **Do You Share My Personal Information With Anyone Else?** |
| Your information will be held by the Community Development section of Causeway Coast and Glens Borough Council.  We may share your information with Northern Area Community Network who will manage the finance and payments for this specific project. We may also share information with the Good Relations section for statistical monitoring purposes.  (Data Sharing Agreements are in place with external organisations)  We will not disclose any of your personal information to any other organisation unless required to do so by law. |
| **The Public Statutory Register** |
| We will not keep a Public Statutory Register. |
| **Do You Transfer My Personal Information To Other Countries?** |
| We will not transfer personal information to other countries. |
| **How Long Do You Keep My Personal Information?** |
| We will only retain your personal information for as long as necessary to process the submissions for this specific project and to make payments.  All information stored is subject to and is kept in line with the Council’s Retention and Disposal Schedule <https://www.causewaycoastandglens.gov.uk/council/access-to-information>.  We may also keep it for longer to meet other legislative requirements, or to answer requests for information from ongoing or impending statutory inquiries. |
| **What Rights Do I Have?** |
| * You have the right to be informed that your information is being [processed](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-of-access/) * [You have the right to obtain access to your personal](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-of-access/) information * You can have your personal information [rectified if it is inaccurate or incomplete](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-rectification/) * You can ask for your personal information to be erased (where there is no compelling reason for its continued processing) * You have the right to restrict processing in certain circumstances * **You have the right to object to the processing of personal information.**   **For further information on your rights, please contact the Council’s Data Protection Officer:**  Data Protection Officer:  Telephone:  Email: |
| **What We Ask of You** |
| * **Please make sure that any information you give us is as accurate and as complete as possible.** * **Don’t include personal information about another person (including your family members) unless you have told the individual concerned and they agree to it being supplied to us.** * **Tell us as soon as possible if any of the personal information you have provided changes.** |
| **How Do I Complain If I’m Not Happy?** |
| **If you are unhappy with any aspect of how your personal information is being processed, please contact the Council’s Data Protection Officer*:***  Telephone: 028 7034 7034  Email: [**dpo@causewaycoastandglens.gov.uk**](mailto:dpo@causewaycoastandglens.gov.uk)  **Your complaint will be dealt with using the Council’s complaints process - further details on this can be found at** <https://www.causewaycoastandglens.gov.uk/council/comment-compliments-and-complaints>  **If you are still not happy, you have the right to complain to the Information Commissioner’s Office (ICO) – contact details are given below:**  **Information Commissioner’s Office**  Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF  Tel: 0303 123 1113  Email: casework@ico.org.uk  <https://ico.org.uk/global/contact-us/> |
| **Information Security** |
| **Any information carried over the Internet is not secure; information can be intercepted, lost, redirected, changed and read by other people. Any transmission is at your own risk.**  **Once we have received your information, we will use strict procedures and security features to mitigate unauthorised access and protect your personal data against unlawful processing, accidental loss, destruction and damage. We will retain your information in accordance with our Retention and Disposal Schedule.**  **We have implemented security policies, controls and technical measures to protect the personal data that we have under our control from:**   * **unauthorised access** * **improper use or disclosure** * **unauthorised modification** * **unlawful destruction or accidental loss**   **All our employees, processors and sub processors who have access to and are associated with the processing of personal information, are obliged to ensure compliance with the Data Protection Act.** |
| **Further Information** |
| For further information on how your personal information is used, how we maintain the security of your information and your rights to access information that we hold on you, please contact us using our secure online contact form <https://www.causewaycoastandglens.gov.uk/contact-us>.  Or you can call us on 028 7034 7034 or e-mail [info@causewaycoastandglens.gov.uk](mailto:info@causewaycoastandglens.gov.uk) |