

North of Tyne Community Led Local Development

Privacy Notice

This Privacy Notice explains our data processing practices and your options with reference to the way your personal data is used. We may update this Privacy Notice at any time. The latest version of the Privacy Notice is always placed on our website and we strongly advise you that you review the Privacy Notice prior to using our website at www.northoftyneclld.org.uk and providing your personal details to us.

If you have any requests or queries concerning this Privacy Notice, please contact us by e-mail: clldproject@newcastle.gov.uk or by telephone: 0191 277 8924.

Who are we?

North of Tyne Community Led Local Development (CLLD) is a funding programme managed by the Local Action Group. The Local Action Group consists of up to 15 representatives of the community and voluntary, private and public sectors as well as local residents. The Local Action Group, whose members are volunteers, is not a formally constituted group and has no legal responsibility or liability. The current membership of the Group is always placed on our website at www.northoftyneclld.org.uk.

Newcastle City Council acts as the Accountable Body for the North of Tyne CLLD programme and is responsible for the programme being delivered in accordance with the law. Therefore we will refer to Newcastle City Council in this Privacy Notice.

What information do we collect about you and how do we use it?

When you sign up to our **mailing list via our website**, we use your name, surname and e-mail address so that we can send you an e-newsletter and direct e-mails (according to your preferences) in relation to our CLLD's news.

When you **sign up to attend one of our events and sign in at the event**, we collect your name, surname, signature and e-mail address so that we can evidence the attendance at the events, e-mail you the event materials, contact you to discuss your potential project and contact you to ask your opinion on our CLLD programme.

When you **apply for funding from us** on behalf of your organisation, we collect your name, surname, position, e-mail address, telephone number and signature (part of the Expression of Interest form and Full Application form), so that we can contact you in relation to your application, evidence the application process to the funders and contact you to ask your opinion on our CLLD programme.

When you become a **participant of one of the projects** supported by North of Tyne CLLD funding, we collect your name, surname, telephone number, e-mail address, date of birth, address, ethnicity, gender, info on disability as well as other information that is contained in the documents you provide as evidence of your eligibility on the project, so that we can evidence your eligibility on the project, track your progress, evidence the achievement of outputs and contact you to ask your opinion on our CLLD programme.

We also monitor customer traffic patterns on our website and we monitor use of our website. Like most websites, there is certain information that is automatically tracked including the website you came from, which website you go to next and any searches you have done. This information is used for internal purposes to monitor activity on the website only. It is kept in a form that does not identify individuals.

Do we share your information with others?

Yes, we may pass your information on to the following groups / organisations:

- North of Tyne CLLD Local Action Group,
- Department for Work and Pensions and their auditors,
- Ministry of Housing, Communities and Local Government and their auditors,
- European Commission and their auditors,
- European Court of Auditors,
- External consultants carrying out evaluation of our CLLD programme,
- Other projects funded by our CLLD programme

for the following reasons:

- to be able to carry out the assessment of the applications for funding submitted to our CLLD programme;
- to be able to provide the right support to the participants of our CLLD funded projects,
- to evaluate our CLLD programme,
- to meet requirements (in particular relating to monitoring, reporting and audit) of the European Social Fund and European Regional Development Fund which provide funding for our CLLD programme.

How long do we retain your data?

We will be processing your data till 30 September 2022 to be able to report on the progress of the North for Tyne CLLD programme and evaluate its achievements.

Following the closure of our CLLD programme in September 2022, we will securely store your data until at least 31 December 2033 (may be longer) to comply with documentation retention requirements of the European Social Fund and European Regional Development Fund which provide funding for our CLLD programme.

How to stop receiving communications from us?

If you wish to no longer receive communications from us, please notify us by email at clldproject@newcastle.gov.uk. If you previously subscribed to be added to our electronic mailing list, you can also use 'unsubscribe' button in every e-newsletter that we have sent you. You will then receive no more communications from us.

What are your rights in relation to your personal data held by us?

You have the right to:

- access any personal data that we hold about you,
- rectify your personal data (correct or complete your personal data, if it is inaccurate or incomplete),
- erase your personal data (delete your personal data),
- restrict the use of your personal data (we will then store your data but not use it).

You also have the right to object to the processing of your personal data in certain circumstances.

You can request any of the above by phoning us on 0191 277 8924; speaking to us in person; e-mailing us at clldproject@newcastle.gov.uk or writing to us at: Newcastle City Council, North of Tyne CLLD Secretariat, Place Directorate, Economic Development Unit, Civic Centre, 9th floor, Newcastle upon Tyne, NE1 8QH. We will respond within a month of your request.

It may not always be possible for us to carry out what you request from us (e.g. we may not be able to erase your personal data); if this is the case we will explain why.

Last reviewed: 21 May 2018