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READING BOROUGH COUNCIL

Funding for voluntary organisations Data Privacy Notice

The Service

The Council commissions services from the Voluntary sector. It provides regular grant funding information (via email) to Reading based voluntary organisations and some interested individuals via Funding Digest and Funding Opportunity bulletins.

What personal information do we hold about you?

Name
Email
Telephone number
Addresses

How will we use your information?

If you have a contract or service level agreement with us we will use your information to contact you in relation to your contract.
Where you have requested it we will use your information to send you Funding Digest and Funding Opportunity bulletins.

How will the data be stored?

If you have a contract or service level agreement with us your data is stored on a secure Intend procurement system.

The distribution list for Funding Digest and Bulletin is stored in the secure Reading Borough Council IT system.

What is the legal basis for the collection, use and storage of your data?

The collection of the data in relation to contracts and service level agreements is necessary for a contractual obligation with you.
All the data is provided with your consent.

Who will your data be shared with and for what purpose?

Your data will not be shared.

How long will we keep your information?

Your data will be stored for 6 years from end of your contract or service level agreement with us.
We will keep your name on Funding Digest and Bulletin distribution list until you notify us that you wish your name to be taken off the list.

Your rights

You can get access to your information by submitting a Subject Access Request which can be made by following the link: www.reading.gov.uk/dataprotection.

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You also have the right to have your data corrected, the right to have your data deleted and the right to put a complaint to the Information Commissioner's Office (ICO).

You have the right to withdraw your consent at any time

You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:

- It is no longer needed for the reason why it was collected in the first place
- You have removed your consent for us to use your information and we do not have to keep your information for legal reasons

How to contact us

You can contact Reading Borough Council on 0118 937 3787 or www.reading.gov.uk.

The Data Protection Officer is Ricky Gill

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