



Lewes District Council



Working in partnership with **Eastbourne Homes**

Warm Spaces Privacy Notice

Lewes District Council and Eastbourne Borough Council have declared a cost of living emergency. The Council are asking for local groups and organisations to apply for funding to create a network of Warm Spaces.

As an organisation or local group if you apply for funding, we will need to process your personal data to assess whether your organisation or local group can receive the funding available.

In addition to this the Council will be creating a **Warm Space Directory** which will contain a list of all the places available to our residents across the public, private, health and voluntary sectors so that anyone who is cold knows where they can go to get warm, stay warm and enjoy a little company and some hot refreshments.

This Privacy Notice sets out what personal data we will use, how we will use it, and why we need to.

Categories of personal data we collect and process

We collect and process the personal data that you provide to us when completing your application for the Warm Spaces funding, which may include:

- Full name;
- Name of local group or organisation
- Address
- Email address;
- Telephone number;
- Charity or company registration number
- Information regarding the local group or organisation
- Business bank details

What we use your personal data for

We will carry out checks with departments within the Council to ensure that the details you have provided in your application are correct.

The Warm Spaces Directory will be available online and to residents who need to access the service. The directory will contain the organisations name, address, contact details and what services are offered.

We will not share any personal data with other organisations or individuals outside of Lewes District Council and Eastbourne Borough Council for any other purpose other than the Warm Spaces Fund.

Our lawful basis for processing the personal data

The lawful basis we rely on for using your personal information is:

- UK GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

International Data Transfers and Storage

Your data will not be sent or stored abroad

Personal data disposal and retention

We will only keep your personal data for as long as it is needed for the purposes of determining whether you qualify for the funding. If funding is given, we will keep your personal data in line with the Council Retention Schedule.

Your rights as a data subject

By law, you have a number of rights as a data subject and this does not take away or reduce these rights. Your rights under the UK General Data Protection Regulation (2016/679) and the UK Data Protection Act 2018 applies.

All information is processed in accordance with Lewes District Council and Eastbourne Borough Council data protection policy www.lewes-eastbourne.gov.uk/access-to-information/data-protection/

These rights are:

1. **Your right to get copies of your information** – you have the right to ask for a copy of any information about you that is used.
2. **Your right to get your information corrected** – you have the right to ask for any information held about you that you think is inaccurate, to be corrected
3. **Your right to limit how your information is used** – you have the right to ask for any of the information held about you to be restricted, for example, if you think inaccurate information is being used.
4. **Your right to object to your information being used** – you can ask for any information held about you to not be used. However, this is not an absolute right, and we may need to continue using your information, and we will tell you if this is the case.
5. **Your right to get information deleted** – this is not an absolute right, and we may need to continue to use your information, and we will tell you if this is the case.

If you are unhappy or wish to complain about how your personal data is used as part of this scheme, you should contact Lewes District Council and Eastbourne Borough Council in the first instance,

If you are still not satisfied, you can complain to the Information Commissioners Office. Their website address is www.ico.org.uk and their postal address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Data Protection Officer

Our designated Data Protection Officer is Oliver Dixon, Head of Legal. He can be contacted at accesstoinformation@lewes-eastbourne.gov.uk

Automated decision making or profiling

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Changes to our policy

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on our website. This privacy notice was last updated September 2022.