

# Community Transport Grants – Privacy Notice

## What this Privacy Notice covers

Adur and Worthing Councils are the data controllers (referred to as “we” or “us”) of your personal data for the purposes of the General Data Protection Regulation (GDPR) legislation in relation to administering and maintaining Community Transport Grants.

Adur and Worthing Council’s Data Protection Officer can be contacted at:

Adur and Worthing Councils  
Worthing Town Hall,  
Chapel Road,  
Worthing,  
West Sussex,  
BN11 1HA

Email: [data.protection@adur-worthing.gov.uk](mailto:data.protection@adur-worthing.gov.uk) to exercise your rights under the GDPR.

In relation to your personal data we are committed to collecting, using and protecting it appropriately. This privacy notice explains:

- How and why we collect and use your personal data
- The type of personal data that we collect
- Explains when and why we will share personal data and with other organisations
- The rights and choices you have in relation to the personal data that we hold about you

## Why we need your personal data

The purpose of processing your personal data is for us to process and maintain Adur and Worthing Councils’ Community Transport Grants.

The legal basis for processing your data is:

- GDPR Article 6(1)(a)(b) consent has been granted and is necessary in the performance of a contract or the intention to enter into a contract.
- GDPR Article 6(1)(c) processing is necessary for the compliance of a legal obligation to which the controller is subject.

## **What we collect and how it is used**

For the Community Transport Grants (everyone who applies) we collect your personal name, your organisation's name, address and contact details for the purpose of administering and auditing the grants process, in line with the grants criteria.

We will also request for your bank details, copies of insurance and safeguarding policies if your application is successful.

We may share this data with other departments within the Councils and external organisations in the following circumstances:

- If we need to establish, exercise or defend our legal rights, including the prevention and detection of fraud or protecting public interests.
- For internal and external auditing and processing purposes.

We will not provide personal data to anyone else or use the data about you for any other purpose unless the law allows or requires us to.

We will ask for your consent to share your contact details with specific third parties and will not do so without your permission.

## **How long the information is kept for**

Your personal data will not be kept longer than necessary and in accordance with Adur and Worthing Council's disposal schedule.

## **Your rights**

As the data subject you have the following rights under GDPR:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Further information about your rights is available on the website of the Information Commissioner's Office.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can contact the Information Commissioner's Office.

### **How to contact us**

If you have any questions about how we collect, store, or use your personal data please

Telephone Communities and Wellbeing Team on 01273 263311

Email us on [communities@adur-worthing.gov.uk](mailto:communities@adur-worthing.gov.uk)