

Privacy Notice

High Street Heritage Action Zone (HSHAZ) Grant

Lawful basis for processing your data

Wyre Council, working with Historic England, is currently offering a grant scheme to both building owners and tenants within a defined area of Fleetwood. Grant applicants would be required to submit an application form that will inform the decision making process to determine whether a grant can or cannot be awarded. This processing of grant applications is carried out in accordance with Article 6(1) (e) of the General data Protection Regulations (GDPR). In addition, any processing of personal information containing special category data will be processed under condition (g) of Article 9(2) of the GDPR.

How we use your personal information

Wyre Council (the Data Controller) is committed to protecting your privacy and will use the information we collect about you in order to assist us in carrying out our functions as the grant giving body for HSHAZ.

When we collect personal information

Personal information may be collected, used and stored in electronic and paper formats when you:

- Submit an application for a grant together with any supporting information
- Make enquiries about the grant, including specific queries relating to eligibility, availability and the types of work that can and cannot be funded by the grant.

Personal information that we collect

The types of information that we collect may include:

- Basic personal information including name, address and contact details
- Financial information where required
- Business trading information where required
- Business plans where required
- Any other relatable information you provide to us in the furtherance of a grant application that allows an individual to be identified or become identifiable.

How we protect your personal information

We use a range of appropriate measures to ensure that your data is stored securely and only accessible by those who need to access it. However, as we are required to make certain information about the grant application available to Historic England, as the overall source of the funds and the controlling body for any grants that meet specific defined criteria we cannot guarantee that all the information you provide will remain confidential. None of the information supplied will be viewable of any publicly accessible on-line database.

Sharing information with other organisations

We will not share your information with any other organisations, apart from Historic England, unless required to do so by law.

How long we keep your personal data

We will ensure that data we no longer need is deleted from our physical and electronic systems. The grant regulations require data to be retained for not less than three years after the date the grant was paid in order to allow for clawback should the property be sold within that period.

Your rights

You have the right as the data subject to access your data at any time. If you feel that data we hold is inaccurate or incomplete, you are entitled to have your personal data rectified. In some circumstances you may also have the right to have your personal data deleted, unless there is a legal or contractual obligation to retain it. If you wish to exercise any of the rights under GDPR, please contact the Council's Data Protection Officer.

Notices and revisions

We reserve the right to amend this privacy notice at any time. However, we take your privacy very seriously and will never change our policies or practices to make them less protective of your personal information.

If we do make changes to this privacy notice, we will post the current version to our website at this address.

Contact us

If you have any questions about how we handle your personal data, please contact the Council's Data Protection Officer, Joanne Billington, on 01253 887372 or visit www.wyre.gov.uk for information.

You also have the right to contact the [Information Commissioner](#) if you are unhappy with how we are handling your personal data.