

BICESTER TOWN COUNCIL

Privacy Notice for Grant Applicants

Privacy Notice for Financial Assistance

Bicester Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire, OX26 6PS.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.bicester.gov.uk

You can contact the Town Council's Data Protection Officer, Paul Russell, by post at 2 Church Road, Knighton, Powys LD7 1EB, by email at paul@microshadevsm.co.uk, or by telephone on 07772 657446.

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time.

- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- We may use your name and photo in our newsletters, or on our website, or our Facebook page.

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by social media including Facebook.
- Yes please, I would like to receive communications by post.

If you agree to Bicester Town Council using and retaining your personal information contained on the grant form, please complete your details below and tick the relevant boxes to indicate your consent:

Name: _____

Address: _____

Email: _____

Phone: _____

SIGNATURE: _____

DATE: _____