

## **Privacy Notice for Million Hours Fund**

The Secretary of State for Culture, Media and Sport (DCMS) has awarded a grant to The National Lottery Community Fund (TNLCF) to support delivery of the Government's Anti-Social Behaviour Action Plan via the Million Hours Fund (MH Fund). The MH Fund will enable an additional million hours of youth support and positive activities for young people to be provided in eligible wards with the highest reported number of antisocial behaviour incidents.

TNLCF will allocate MH Fund funding to youth services through its Awards4All mechanism starting in the 2023 summer holidays. It will collect personal data about grant applicants to enable it to process, manage, monitor and allow evaluation and post-grant assurance activities of MH Fund grants.

### **What personal information TNLCF will be collecting:**

TNLCF will collect personal data. This is any information that relates to a living individual who can be identified from that data. Personal data TNLCF collects includes your name, address, date of birth, telephone number, email address and IP address.

### **What TNLCF will do with the information you provide:**

TNLCF may use your personal data to help your organisation apply for grants and to assess its applications. It may carry out checks on your personal data as described below. If a grant is awarded, TNLCF may use your personal data to manage and monitor its grant and to check the money is being used appropriately. If you don't provide this personal data, TNLCF may not be able to process your application or award a grant to your organisation.

TNLCF may also use your personal data to evaluate and research the impact of its grants (or enable a third party to do so) and to let you know about its grants and other activities. The results of its evaluations and research may be published by TNLCF or DCMS but your personal data won't be published in the results of the evaluations or research without your agreement.

### **Sharing your personal data:**

TNLCF may share your personal data with organisations that help it to carry out its grant making activities. For this MH Fund, TNLCF intends to share your personal data with an evaluator commissioned by DCMS and with any supplier appointed by DCMS to carry out post-grant assurance activities. It may also share your personal data with organisations which support its IT software and systems. In each case, it will only share personal data needed to carry out relevant work, and will do so subject to appropriate safety measures that are designed to ensure your personal data remains secure and is only used for the intended purpose.

TNLCF may also share personal data with government departments or other third parties who have funded the grants, in whole or in part, where this is a condition of their funding. It may also share your organisation's contact details with your local parliamentary representative as they may want to contact you about the grant.

### **Legal basis for processing:**

TNLCF is a public body with a statutory duty to distribute National Lottery and other funds for good causes. It processes your personal data as a necessary part of exercising this official authority vested in it.

TNLCF will not collect and use personal data for purposes beyond its statutory duties except where it has your consent or has notified you of the relevant legal basis for processing.

#### **How long will TNLCF retain your personal information:**

TNLCF will keep your personal data for no longer than is necessary for the purposes described in this notice or otherwise allowed by law and TNLCF's policy on retaining records. We will keep records of any grants made under the MH Fund for seven years from the date the grant is made to the Grantholder, and longer, if needed for fraud prevention reasons.

TNLCF will keep your personal data up to date and store it securely. It will put appropriate technical measures in place to protect it from loss, misuse, unauthorised access and disclosure, and not collect or retain excessive amounts of personal data. When TNLCF has held your personal data for the maximum period of time required, it will destroy it securely.

#### **Fraud prevention and identity checks**

If you apply for a grant or receive a grant from TNLCF, it may undertake checks for the purposes of preventing fraud and money laundering and to verify your identity. These checks require TNLCF to process personal data you have provided about you and your nominated representatives and data it has received from third parties.

TNLCF and fraud prevention agencies may also enable law enforcement agencies, regulators, Government, other National Lottery distributors and other funders to access and use your personal data to detect, investigate and prevent crime.

Fraud prevention agencies can hold your personal data for different periods of time. If you are considered to pose a fraud or money laundering risk, your personal data can be held for up to six years following the date of the outcome of any fraud/money laundering/financial irregularity investigation.

If TNLCF, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, it may refuse to award a grant and it may withdraw existing grants.

A record of any fraud or money laundering risk will be retained by TNLCF and the fraud prevention agencies and may result in others refusing to provide you with services, financing or employment. If you have any questions about this, please contact TNLCF on the details below.

#### **Transfer of data abroad**

If your personal data is transferred to a country outside of the U.K or European Economic Area, TNLCF will ensure it is transferred in accordance with this policy and subject to appropriate safety measures. Organisations which receive your personal data from TNLCF

must accept contractual obligations, or subscribe to international standards, designed to protect your personal data to U.K standards.

### **Automated decision making**

Your personal data will not be subject to any automated decision making.

### **What are your rights?**

Your personal data is protected by legal rights. These include the right in certain circumstances to:

- request a copy of your personal data held by TNLCF;
- ask for your personal data to be erased, for example, if TNLCF no longer needs it for the purpose it was collected;
- request that TNLCF suspend the processing of your personal data, for example if you want TNLCF to establish whether it is accurate or the reason for processing it;
- object to the processing of your personal data where TNLCF are processing it in the exercise of its official authority.

If TNLCF's processing of your personal data relies on your consent, you also have the right to withdraw your consent at any time and the right to ask for your personal data to be transferred to another organisation (known as the right to data portability).

For more information or to exercise your data protection rights please contact TNLCF's Data Protection Officer using the contact details below. There are other rights not listed here and exemptions may apply in some circumstances.

If you are unhappy about how your personal data has been used please refer to [TNLCF's complaints policy published on its website](#). You also have a right to complain to the Information Commissioner's Office - contact details below - which regulates the processing of personal data.

### **Who can you contact for more information?**

If you have any questions, queries or complaints, and to exercise your personal data rights, please in the first instance contact TNLCF's Data Protection Officer at [data.protection@tnlcommunityfund.org.uk](mailto:data.protection@tnlcommunityfund.org.uk) or by writing to the Data Protection Officer at The National Lottery Community Fund, Apex House, 3 Embassy Drive, Birmingham, B15 1TR.

You can contact the [Information Commissioner's Office online](#), or by telephone on 0303 123 1113 or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.