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| **\\EU-SBS\RedirectedFolders\charles.collinson\Desktop\new gog logo.jpg** | **Gibraltar Expansion & Development Secretariat** **HM Government of Gibraltar** | **UK Govt logo** |

**UK COMMUNITY RENEWAL FUND : PRIVACY NOTICE**

**Personal data**

The following is to explain your rights and give you the information you are entitled to under the Gibraltar General Data Protection Regulation (Gibraltar GDPR) and the Data Protection Act 2004 (DPA).

Note that this section only refers to your personal data (your name, address and anything that could be used to identify you personally), not the other contents of your UK Community Renewal Fund application.

**1. The identity of the data controller and contact details of our Data Protection Officer**

The Gibraltar Expansion & Development Secretariat (GEDS) of HM Government of Gibraltar is the data controller for all UK Community Renewal Fund related personal data collected with the relevant forms submitted to GEDS, and the control and processing of Personal Data.

The Data Protection Officer can be contacted at facilitator@geds.gi

**2. Why we are collecting your personal data**

Your personal data is being collected as an essential part of the UK Community Renewal Fund application process, so that we can contact you regarding your bid and for monitoring purposes. We may also use it to contact you about matters specific to the Fund.

**3. Legal basis for processing your personal data**

The GEDS will process all data according to the provisions of the Gibraltar GDPR, the DPA and all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together “the Data Protection Legislation (as amended from time to time)”).

The Data Protection Legislation sets out when we are lawfully allowed to process your data.

The lawful basis that applies to this processing is Article 6 (1) of the Gibraltar GDPR; that 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; data being processed belongs to business contacts processed during the routine course of business of a government department.

**4. With whom we will be sharing the data**

As part of the process of selecting and monitoring the UK Community Renewal Fund, the GEDS will share your personal data with relevant government departments including:

* Ministry for Economic Development & Telecommunications
* Ministry for the Environment
* Environmental Agency
* Town Planning Department
* Employment Service
* Treasury Department
* Gibraltar Tourist Board

The data may also be shared with the Ministry of Housing, Communities and Local Government (MHCLG) UK, and contractors where they are used for monitoring purposes, to evaluate the programme. Their contract will set out what they are permitted to do with personal data. This will comply with Article 13(1) of the Gibraltar GDPR.

**5. For how long we will keep the personal data, or criteria used to determine the retention period.**

If your bid is successful, your personal data will be held for up to two years from the closure of the programme. This is currently estimated to be July 2023. As part of the monitoring process, we will contact you regularly to ensure our records are up to date.

Should your bid be unsuccessful, we will erase your personal data.

**6. Your rights, e.g. access, rectification, erasure**

The data we are collecting is your personal data, and you have considerable say over what happens to it, compliant with Article 15 Gibraltar GDPR.

Amongst these you have the right to:

* a. know that we are using your personal data
* b. see what data we have about you
* c. ask to have your data corrected, and to ask how we check the information we hold is accurate
* d. complain to the ICO (see below)

**7. Automated decision making**

We will not use your data for any automated decision making.

**8. Storage, security and data management**

Your personal data will be stored in a secure government IT system. Where data is shared with third parties, as set out in section 4 above, we require third parties to respect the security of your data and to treat it in accordance with the law. All third parties are required to take appropriate security measures to protect your personal information in line with our policies.

**9. Complaints and more information**

If you are unhappy with the way the department is using your personal data, you can make a complaint.

You have a right to lodge a complaint with the independent Information Commissioner’s Office (ICO) if you think we are not handling your data fairly or in accordance with the law. You can also contact the ICO for independent advice about data protection, privacy and data sharing. The ICO’s contact details are provided below.

If you are not happy with how we are using your personal data, you should first contact facilitator@geds.gi

If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

The Information Commissioner’s Office
Gibraltar Regulatory Authority
2nd Floor; Eurotowers 4;
1 Europort Road

Gibraltar
GX11 1AA

Telephone: 00350 20074636
info@gra.gi