

Privacy Notice

Why are we asking for your personal information?

We require your personal data to assess and process your request to the Council.

This is a Task in the Public Interest. We cannot process your application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. This may delay or impinge upon the process.

You hold the following rights with regard to the personal data you provide us:

You have the right to request a copy of your personal data.

You have the right to have any inaccurate or incomplete personal data rectified.

Right to object to us processing your personal data.

You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

Sharing your information

We share information within the council to ensure services are provided appropriately. We may share your personal data with other agencies such as the Environment agency, Enforcement Agencies, etc. if there is a legal reason do so.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes.

We participate in the government's National Fraud Initiative. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law.

You can find out more by looking at the council's Retention Policy on the website.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office. You can find out more about how we handle your data by visiting our [privacy page](#).

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively, you can call 01480 388388. You have the right to lodge a complaint with the Information Commissioner's Office (ICO) should you believe any part of this statement to be unlawful.

Environmental Information Regulations and Freedom of Information Requests

We have a duty to comply with FOI / EIR requests as we are a public authority so there may be instances where we are obliged to share information. There may be instances where we may need to withhold information, but this would generally be subject to the appropriate exemption (FOI) or exception (EIR) in accordance with the relevant legislation.

Declaration:

I understand that, as a result of advice in respect of Environmental Information and Freedom of Information Regulations legislation, it is possible that the application for CIL funding I make now, together with any response made by this council, could be made available for public inspection at some future date.

I wish to continue with the CIL funding application on this basis.

Name:

Signature:

Date:

Contact address:

Contact phone number:

Email:

Project details:

If there are reasons why you consider that the information should not be made public in accordance with the exemptions or exceptions set out in the Regulations, for example where there are issues of commercial sensitivity, please outline them below. We reserve the right to release the information, where appropriate, in accordance with the requirements of the legislation.