

# Joint Privacy Notice – Department for Digital, Culture, Media and Sport and Arts Council England

## Cultural Development Fund

Please note that this privacy notice is only about how the Department for Digital, Culture, Media and Sport (DCMS) and the Arts Council of England (ACE) handle your personal data in relation to the Cultural Development Fund programme. For details of how we handle personal data for other purposes please refer to the [DCMS Personal Information Charter](#) or the [ACE General Privacy Notice](#).

## Important information and who we are

For the purposes of the Data Protection legislation the DCMS and ACE are the joint controllers of the personal data you have provided to us in your application(s) to the Cultural Development Fund (CDF), related outreach events and your subsequent provision of monitoring, support and learning information.

We collect and process your personal data in accordance with applicable law. This includes, without limitation, the UK General Data Protection Regulation and the UK Data Protection Act 2018 together with other applicable UK laws that regulate the collection, processing and privacy of your personal data.

We have appointed data protection officers (DPO) who are responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO using the details set out below.

Department for Digital, Culture, Media & Sport, 100 Parliament Street, London SW1A 2BQ;  
E-mail: [DCMSdataprotection@dcms.gov.uk](mailto:DCMSdataprotection@dcms.gov.uk)

Arts Council of England, The Hive, 49 Lever Street, Manchester, M1 1FN;  
E-mail: [information@artscouncil.org.uk](mailto:information@artscouncil.org.uk)

## Personal data we collect

We collect and process the following information:  
Name, email address, organisation, certain financial details.

## How and why we will use personal data

We are processing personal data you provide to us to perform tasks carried out in the public interest, namely to:

- decide whether it is appropriate to make a CDF award to the applicant organisation in connection with which your personal data has been obtained
- review the applicant organisation's progress against this award of funding during the lifetime of the project, to allow us to evaluate the impact of the applicant organisation's project on the programme outcomes as a whole and for related government research purposes.

We also receive personal information indirectly, from the following sources for the following purpose:

- details from Companies House and the Charities Commission for the purposes of fraud prevention.

Your personal data will not be used for automated decision making.

### **Who we share personal data with**

DCMS and ACE will share your data individuals and organisations who help us to assess and monitor awards including our evaluators, accountants, external evaluators, contracted support and other organisations involved in delivering this programme.

Contact details of successful applicants may be passed on to Members of Parliament by DCMS for the purposes of informing them of the applicant's success and success in delivering the outcomes planned. In some circumstances we may also need to process your personal data to comply with legal obligations, for example and without limitation, in order to prevent fraud and money laundering.

DCMS and ACE may also share information with organisation and individuals with a legitimate interest in CDF applications and grants including other funders, investors and advisors.

### **International transfers**

We will not transfer your personal data outside the United Kingdom.

### **Data security**

Your information is securely stored within our own secure network.

We have put in place appropriate security measures to prevent personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### **How long we keep your personal information**

ACE will keep your personal data for seven years after the grant is closed (in the case of successful applications) or seven years after the decision (unsuccessful applications).

DCMS will keep your personal data for the same period as ACE or, if your project continues post CDF funding after for seven years after the date you make your last entry on the DCMS CDF data platform. We will then dispose your information by full deletion of your personal data including any backups.

### **Your data protection rights**

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

If you make a request, we have one month to respond to you.

Please contact us at [information@artscouncil.org.uk](mailto:information@artscouncil.org.uk) for ACE or [dcmsdataprotection@culture.gov.uk](mailto:dcmsdataprotection@culture.gov.uk) for DCMS if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at the above contact details.

You can also complain to the UK Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
ICO website: <https://www.ico.org.uk>