**Joint Privacy Notice – Department for Culture Media and Sport and Arts Council England for the Cultural Development Fund**

**Important information and who we are**

The Department for Culture, Media and Sport (DCMS) and The Arts Council of England (ACE) are acting as Joint Controllers in relation to the Cultural Development Fund (CDF). This means the personal data you provide to us relating to your CDF application(s) will be jointly handled by DCMS and ACE. of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).

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 and EU laws that regulate the collection, processing and privacy of your personal data.

This privacy notice only applies to how the DCMS and ACE handle your personal data in relation to the CDF. For details of how we handle personal data for other purposes please refer to the [DCMS Personal Information Charter](https://www.gov.uk/government/organisations/department-for-digital-culture-media-sport/about/personal-information-charter) or the [Arts Council General Privacy Notice](https://www.artscouncil.org.uk/freedom-information/data-protection).

**Our contact details**

If you have any questions about this privacy notice, or would like to exercise your legal rights, please contact the DPO using the details set out below.

Department for Culture, Media & Sport, 100 Parliament Street, London SW1A 2BQ;

E-mail: [DPO@dcms.gov.uk](mailto:DCMSdataprotection@dcms.gov.uk)

Arts Council 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.

**How 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 your 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.

**Our lawful bases**

Our legal reasons for collecting your personal data are:

* it is necessary to perform a public task (to carry out a public function or exercise powers set out in law, or to perform a specific task in the public interest that is set out in law)
* it is necessary to meet a legal obligation, to prevent fraud and money laundering

**Who we share personal data with**

DCMS and ACE will share your data with individuals and organisations who act on our behalf to help us to assess and monitor awards, such as independent 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.

**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.

**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) In line with our retention schedule.

DCMS will keep your personal information for 7 years (from the application of this fund) in line with its retention policy. In cases where funding is extended or re-applied for, DCMS will retain your personal data for a further 7 years.

Following the end of the retention periods, DCMS and ACE will then securely delete or destroy your information.

**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 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.

You are not required to pay any charge for exercising your rights. 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 the 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 by contacting our Data Protection Officers using the details provided above.

You can also complain to the 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>