

# Privacy Notice

## Dumfries and Galloway Regional Arts Fund

Dumfries and Galloway Council are the data controller of your personal information. This means we decide why and how we will process your personal information. This privacy notice will provide you with the information you need to know about what we will do with the personal information you provide us with.

- The Council is collecting your name(s), postal address(es), phone number(s), email address(es), image(s) and bank details to be able to process your funding application.
- The legal ground for collecting your information is for the performance of a contract. Without your personal information we would be unable to enter into a funding agreement with you.
- We will share your information with DG Unlimited and with a panel convened by DG Unlimited to help us assess your funding application and reach a decision. We may also use some or all of your images for promotional and reporting purposes. Your images may therefore be publicly shared by the Council and DG Unlimited.
- Your information will be held in the Council until the termination of any funding agreement plus five years. Should your funding application be unsuccessful, your information will be held in the Council for one year after the nil award letter or any further final correspondence has been issued.

You have the right to:

- **Be informed** about how your personal information will be used
- **Access** your personal information
- **Withdraw consent** where the legal ground for collecting your personal information is consent
- **Rectify** your personal information, which means they have the right to request the Council to correct any inaccuracies
- **Request deletion** of your personal information where the Council no longer has a legal ground to hold your information
- Request that the processing of your personal information is **restricted**
- **Data portability**, this means you can securely move your personal information from one IT place to another
- **Object** to the Council processing your personal information
- Know when the processing of your personal information is **subject to automated-decision making and profiling**

It would be helpful if you change your telephone number, email or address, to contact us and we can update your personal information.

### Our contact details:

Communities Business Management  
Dumfries and Galloway Council  
Municipal Chambers  
Buccleuch Street, Dumfries DG1 2AD  
Email [grantapplications@dumgal.gov.uk](mailto:grantapplications@dumgal.gov.uk)  
Phone 0303 333 3000

### The contact details of the Council's Data Protection Officer:

Data Protection Officer  
Dumfries and Galloway Council  
Council Headquarters  
English Street, Dumfries DG1 2DD  
Email [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk)  
Phone 01387 260315