

SEMLEP Community Grants Privacy Notice

SEMLEP's Community Grants Programme is a co-funded programme by Education and Skills Funding Agency (ESFA) and the European Social Fund (ESF). To deliver the programme, SEMLEP are working with two partner organisations, Social Business Alliance and Voluntary Impact Northamptonshire.

How we use your personal information

The ESFA is an executive agency for the Department of Education (DfE), so for the purpose of data protection, the Department for Education (DfE) is the Data Controller. SEMLEP will use your personal information provided in order to carry out the Community Grants Programme on behalf of the DfE.

As a LEP we would also like to maintain contact with you to provide programme related information and future funding opportunities.

What personal information we will collect

When you contact SEMLEP about the Community Grants Programme, you will be asked to provide us with information to assist with your enquiry or grant. This information will include but is not limited to name, phone number, and email address. Personal information that will also be held by SEMLEP includes the information that is collected by the training providers to provide the service in the form of monitoring and claims. This information will be securely handled and provided to the Data Controller.

How we collect your personal information

SEMLEP may collect your personal information through a variety of means which includes but is not limited to phone calls, email, website forms, in person and grant paperwork.

Our partners, Social Business Alliance and Volunteer Impact Northamptonshire, engage with grant recipients and potential grant recipients on our behalf and may collect your information to carry out the delivery of the grant programme. Our partners will share the necessary information with SEMLEP in order for us to deliver the grant programme.

All SEMLEP staff receive training on how to collect, use and store personal information securely.

Who your personal information will be shared with

SEMLEP will not sell your personal data to any third parties, however your information may need to be shared with partners and training providers in order to deliver the grant programme. Your information will also be shared with Department for Education as the Data Controller, who may in turn share your information with required partners in order to deliver their functions.

How long will we keep your personal information

SEMLEP will only keep your information as long as necessary, after which point it will securely be destroyed. As set out in our contract with ESFA we are required to keep the information of the grants for auditing purposes until 30 December 2030.

Who to contact

If you have any queries about this privacy notice or how we use your information, or if you would like to change the information that we hold on you, please contact us at:

Data Protection Officer, SEMLEP, Cranfield Innovation Centre, Cranfield, MK43 0BT

T: 01234 436100 E: mydata@semlep.com

Or you can contact the Data Controller at: Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

For further information on:

SEMLEP's privacy policy, please visit our [website](#).

DfE's privacy notice and information please visit their [website](#).

ESFA's [privacy notice](#) and [ILR guidance](#) on what information is collected.



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