



## Community Grant Initiative - Data Protection and privacy

December 2021

This privacy notice explains what personal data is collected by West Yorkshire Prepared through our grant initiative and how and why we use this data.

For clarity, West Yorkshire Prepared is the name given to the West Yorkshire Local Resilience Forum; a partnership made up of the region's emergency services, NHS and Local Authorities. For more information, see [www.westyorkshireprepared.org.uk](http://www.westyorkshireprepared.org.uk) or email [wyrf@westyorkshire.police.uk](mailto:wyrf@westyorkshire.police.uk).

For the purposes of the Community Grant Initiative, West Yorkshire Fire and Rescue Service will act as Data Controller.

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### Who is collecting and holding the data?

West Yorkshire Fire and Rescue Service will act as data controller on behalf of West Yorkshire Prepared for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of West Yorkshire Prepared) and will help us assess your eligibility for funding.

West Yorkshire Prepared is a public body with a duty to distribute any funds appropriately and responsibly. When a grant is awarded, we use your personal data to manage and monitor the grant and to check the money is being used appropriately. We may also use your personal data to evaluate and research the impact of our grants and to let you know about future grants and other activities. The results of our evaluations and research may be published but we won't publish your personal data without your agreement.

### What data will be collected?

As part of each grant application, we will collect the name of the organisation (as well as the name of the organisation's lead representatives submitting the application), the organisation's telephone number, address and email address. If successful, we will also collect the bank details of the organisation in order to pay the funds.

### **How long do we keep your personal data?**

We will keep personal information contained in files in line with West Yorkshire Fire and Rescue Service's retention policy. If successful in your application, your personal data will be kept for 10 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and any payments made. If you are unsuccessful, your details will be kept for one year after the date you provided them.

Further information in relation to how we use and process your personal data including your rights under the Data Protection Act 2018 in relation to your personal data please [see our Corporate Privacy Notice](#).

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### **Contact details**

- **Grant Provider:** West Yorkshire Prepared (Local Resilience Forum)

**Address:** Room 2.17, Sovereign House, Carr Gate Complex, Bradford Road, Wakefield WF2 0QD

**Email:** [wurf@westyorkshire.police.uk](mailto:wurf@westyorkshire.police.uk)

**Tel:** 01924 293184

**Website:** [www.westyorkshireprepared.org.uk](http://www.westyorkshireprepared.org.uk)

- **Data Controller:** West Yorkshire Fire and Rescue Service

**Address:** Oakroyd Hall, Bradford Road, Birkenshaw BD11 2DY

**Email:** [information@westyorksfire.gov.uk](mailto:information@westyorksfire.gov.uk)

**Tel:** [01274 682311](tel:01274682311)

**Website:** [www.westyorksfire.gov.uk](http://www.westyorksfire.gov.uk)

- **UK Independent Body re. information rights:** Information Commissioner's Office (ICO)

If you have concerns regarding your personal data, please contact the ICO.

**Tel:** 0303 123 1113

**Website:** <https://ico.org.uk>