

Processing your charity's data for the Worthing Crematorium Metal Recycling Scheme

The Worthing Crematorium Metal Recycling Scheme is committed to protecting the privacy of your charity's data. This section explains how we will process the data you submit in the application form:

Data Collected:

- **Contact Information:** Name, Email address, Phone number
- **Organisation Information:** Charity Name, Registration Number, Website, Address, Bank details (collected only from successful applicants)
- **Project Information:** Description of project related to death/bereavement, Expected impact, Budget breakdown
- **Optional Information:** Additional information relevant to the application

Purpose of Data Processing:

We collect and use this data to assess your charity's eligibility for funding from the Worthing Crematorium Metal Recycling Scheme. This includes:

- **Evaluating project relevance:** Ensuring your project directly supports work related to death or bereavement.
- **Assessing impact:** Understanding the expected benefits of your project for the community.
- **Financial review:** Analysing how you would allocate the donation within your project.
- **Eligibility verification:** Confirming your charity's registration and mission alignment with the scheme's goals.

Data Storage and Security:

Your data is stored securely on the council's system and access is restricted to authorised personnel. We take appropriate technical and organisational measures to protect your data from unauthorised access, accidental loss, or destruction.

Data Retention:

We will retain unsuccessful application data for a period of 1 year after the grant award announcement. Data from successful applicants will be retained for 6 years following the completion of the funded project.

Your Rights:

You have the right to:

- Access your personal data.
- Request rectification of inaccurate data.
- Request erasure of your data (subject to legal obligations).
- Restrict the processing of your data.
- Object to the processing of your data.

For more information on these rights, please refer to the: [Information Commissioner's Office website](#).

Contact Us:

If you have any questions about how we process your data, please contact us at crematorium@worthing.gov.uk

Changes to this Privacy Notice:

We may update this Privacy Notice from time to time. The latest version will be available on the Worthing Crematorium Metal Recycling Scheme web page.

By submitting your application form, you acknowledge that you have read and understood this Privacy Notice.

Date reviewed: 15/05/2024