

Our privacy statement explains the types of information and personal data that is collected by the Caithness & North Sutherland Fund through our grant making activities and how and why we use this data.

Who we are

The Caithness & North Sutherland Fund is a company limited by guarantee, established by the Nuclear Decommissioning Authority and Dounreay Site Restoration Ltd to distribute funding to community organisations for projects that will increase the attractiveness of Caithness & North Sutherland as a place to live, work and invest with particular emphasis on achieving environment, social, culture and infrastructure improvements.

Organisation data

When you apply for funding assistance from us on behalf of your organisation, the information we collect about your organisation includes your organisation's registered address, bank account details, financial statements, governing documents, minute records, correspondence and reports. This may also include information about your organisation's members, employees or volunteers. We may also collect information about your organisation from publicly accessible sources such as Companies House. If we award your organisation a grant, we will also collect information about the project spend activities funded by our grant. This will generally consist of project reports, pictures, copies of invoices, receipts and other documentation related to your project spend activities.

Personal data

Personal data is any information that relates to a living individual who can be identified from that data. The personal data which we collect when you contact us or make an enquiry on behalf of your organisation includes information about your identify and your contact information. This personal data consists of your name, title, date of birth and gender, and also your correspondence mailing address, email address and telephone numbers.

Our lawful basis and purpose for storing and using your personal data

We will only use your personal data when the law allows us to. There are a number of lawful reasons for us to process your personal data. These include:

- In the exercise of the official authority vested in us to distribute the funding we receive from the Nuclear Decommissioning Authority, a non-departmental public body.
- Where we are required to process personal data in order to perform a contract with your organisation, such as providing grant funding.
- Where we are required to comply with a legal or regulatory obligation such as reporting on European funding.
- Where we are processing data for a legitimate reason other than performing our tasks under the official authority vested in us.
- Where you have given us consent.

The Caithness & North Sutherland Fund operates under a legal operating agreement between the Nuclear Decommissioning Authority and Dounreay Site Restoration Ltd. We process your personal data as a necessary part of exercising this official authority vested in us to distribute the funding we receive from the Nuclear Decommissioning Authority, a non-departmental public body.

When you interact with us online, over the phone or face-to-face, we will collect personal data about you and also information about your organisation and are responsible for how we record and process this data.

For example, we will use your personal data to help your organisation apply for a grant and to assess its application. If a grant is awarded, we use your personal data to manage and monitor the grant and to check the grant money is being used appropriately. If you don't provide this personal data, we may not be able to process your application and may be unable to provide funding to perform our official authority or contract with your organisation.

We may also use your personal data to evaluate and research the impact of our grants. The results of our evaluations and research may be published, but we won't publish your personal data without your consent.

We will not collect and use personal data for purposes beyond our operating duties, except where we have your consent or notified you of the relevant lawful basis for processing.

How we collect and use your personal data

If you contact us or apply for a grant, we will collect personal data about you and other people connected to your organisation. We may do this through conversations, meetings with your organisation, or if you call us to discuss funding applications. If your organisation applies for funding, we will also collect personal data on our enquiry forms and application forms. Our grant recipients and evaluators may also send us information about individuals who benefit from projects funded by our grants.

We will ensure that we keep your personal data up to date and store it securely. We will put appropriate technical measures in place to protect it from loss, misuse, unauthorised access and disclosure, and not collect or retain excessive amounts of personal data. When we have held your personal data for the maximum period of time allowed by data protection laws, we will destroy it securely.

We will also keep in contact with you throughout the life of your grant and we will send you regular information about your grant. These may contain useful information on a range of things including information on other funding available and other helpful information relative to your project. Throughout the life of your grant, we may also process information from you about your project's progress. If you provide us with personal data of people who benefit from your project's work, we will treat this in the same way. You must tell the individuals and if they have any questions about this, you must refer them to this notice.

Sharing your personal data

We may share your personal data with individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programme works and the effect it has. These organisations may include accountants, external evaluators and other organisations involved in delivering the project including other funders. Organisations which support our IT software and systems may also have access to personal data. In each case, we will only share personal data needed to carry out their work and will do so subject to appropriate safety measures that are designed to ensure your personal data remains secure and is only used for the intended purpose.

We may also share information with relevant statutory departments and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention and detection of fraud.

Transfer of data abroad

If your personal data is transferred to a country outside of the European Economic Area, we will ensure it is transferred in accordance with this notice and subject to appropriate safety measures.

Automated decision making

Your personal data will not be subject to any automated decision making

Personal data retention period

We keep your personal data for no longer than is necessary for the purposes described in this notice or otherwise allowed by law.

Your rights around your personal data

Your personal data is protected by legal rights. These include the right in certain circumstances to:

- request a copy of your personal data held by the Fund;
- ask for your personal data to be erased, for example, if we no longer need it for the purpose we collected it;
- request that we suspend the processing of your personal data, for example if you want us to establish whether it is accurate or the reason for processing it;
- object to the processing of your personal data where we are processing it in the exercise of our official authority.
- If our processing of your personal data relies on your consent, you also have the right to withdraw your consent at any time.

Contact Details

If you have any questions, queries or complaints, and to exercise your personal data rights, please contact us at enquiries@cnsf.org.uk or by writing to us at Caithness & North Sutherland Fund, Telford House, Williamson Street, Wick. KW1 5ES.