

Department for Culture, Media & Sport Privacy Notice for The Life Chances Fund Data Portal

Who is collecting my data?

The Department for Culture, Media & Sport (DCMS) helps to drive growth, enrich lives and promote Britain abroad.

We protect and promote our cultural and artistic heritage and help businesses and communities to grow by investing in innovation and highlighting Britain as a fantastic place to visit. We help to give the UK a unique advantage on the global stage, striving for economic success.

DCMS is working with The National Lottery Community Fund (The Fund) to administer the Life Chances Fund (LCF). Both organisations jointly control why and how your personal data is processed for the purposes of this project. DCMS and The Fund have agreed that each of them will take joint responsibility for compliance with data protection laws in respect of the elements of the processing they undertake. This privacy notice is issued jointly on behalf of DCMS and The Fund.

For the purposes of the General Data Protection Regulation (GDPR), DCMS and The Fund are the joint controllers of the personal data you have provided to us.

Purpose of this Privacy Notice

This notice is provided within the context of the notice provided to meet the obligations as set out in Article 13 (this sets out the info we have to provide where the data is received directly from the data subject). Article 13 of UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA). This notice sets out how we will use your personal data as part of our legal obligations with regard to Data Protection.

The Department for Culture, Media & Sport's [personal information charter](#) (opens in a new tab) explains how we deal with your information. It also explains how you can ask to view, change or remove your information from our records. The Fund's privacy notice explains what personal data is collected by The Fund and how we use this data, it can be found here: [Data Protection | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](https://data.protection|thefund.org.uk)

What is personal data?

Personal data is any information relating to an identified or identifiable natural living person, otherwise known as a 'data subject'. A data subject is someone who can be recognised, directly or indirectly, by information such as a name, an identification number, location data, an online identifier, or data relating to their physical, physiological, genetic, mental, economic, cultural, or social identity. These types of identifying information are known as 'personal data'. Data protection law applies to the processing of personal data, including its collection, use and storage.

What personal data do we collect?

Most of the personal information we collect and process is provided to us directly by you. This includes:

- Your name and professional email address for login access to the site
- Information on how you use this website. This includes IP address and analytical cookies.

We also receive personal information indirectly, from the following sources in the following scenarios:

- any other names, professional contact details and signatures included on the application, contractual and monitoring documentation uploaded or stored on the site (nb: this will never include personal details of service beneficiaries).

How will we use your data?

We use personal information for a wide range of purposes, to enable us to carry out our functions as a government department. This includes:

- deciding whether it is appropriate to grant you an LCF award
- reviewing your progress against this award of funding during the lifetime of your project
- evaluating the impact of your project on the programme outcomes as a whole and for related government research purposes.

What is the legal basis for processing my data?

To process this personal data, our legal reason for collecting or processing this data is: Article 6(1)(e):

it is necessary to perform a public task (to carry out a public function or exercise powers set out in law, or to perform a specific task in the public interest that is set out in law)

The lawful basis that we rely on to process your personal data will determine which of the following rights are available to you. Much of the processing we do in DCMS will be necessary to meet our legal obligations or to perform a public task. If we hold personal data about you in different parts of DCMS for different purposes, then the legal basis we rely on in each case may not be the same.

What will happen if I do not provide this data?

We will not be able to create your login for the portal, and this would prevent you from submitting the various grant-related information required to administer the Fund. If you do not wish to share this information then another member of your organisation will have to carry out this function instead. We also need to hold professional contact details for one or more key members of your project on the system, in order to contact them if any issues arise. If these details are not shared then this could compromise our ability to deliver the Fund.

Who will your data be shared with?

Your data will be visible to a limited number of individuals from the following organisations who have access to the LCF database. These include:

- relevant staff at The National Lottery Community Fund who administer the grant making process
- members of the relevant Policy Team at DCMS
- our appointed researchers who will review the data as part of the LCF evaluation
- providers of technical support.

How long will my data be held for?

We will keep your data for six years after the date of your organisation's last entry on the LCF data platform.

Will my data be used for automated decision making or profiling?

We will not normally use your data for any automated decision making. If we need to do so, we will let you know.

Will my data be transferred outside the UK and if it is how will it be protected?

We will not send your data beyond the European Economic Area. If we need to do so, we will let you know.

Links to other websites

Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices of the other websites you visit.

What are your data protection rights?

You have rights over your personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). The Information Commissioner's Office (ICO) is the supervisory authority for data protection legislation, and maintains a full [explanation of these rights on their website](#)

DCMS will ensure that we uphold your rights when processing your personal data.

How do I complain?

DCMS takes lead responsibility for compliance with the requirements under the GDPR in respect of processing data held on the LCF data platform for the purpose of monitoring LCF projects, evaluating the LCF programme and the achievement of the LCF programme wide objectives, and any processing of that data in respect of overseeing the LCF co-commissioning role and high level decisions regarding the LCF. Requests or complaints about this should be directed to:

Public Sector Commissioning Team

Department for Culture, Media and Sport, 100 Parliament Street, London SW1A 2BQ
public-sector-commissioning-team@dcms.gov.uk

The Fund takes lead responsibility for compliance with the requirements under the GDPR in respect of processing data held on LCF forms and associated materials submitted directly to the fund for the purposes of delivering the LCF programme. This comprises engaging with potential award holders and associated stakeholders, supporting LCF funding decisions. supporting applicants and award holders to develop, launch, grant manage, evaluate, learn and share learning from their projects, delivering the co-commissioning role of LCF and supporting LCF programme-wide aims and objectives. Requests or complaints about this should be directed to

Life Chances Fund Team

2 St James Gate, Newcastle Upon Tyne NE1 4BE
LifeChancesFund@tnlcommunityfund.org.uk.

If you have any concerns about how DCMS is handling your personal data, you may contact the department's DPO as follows:

Data Protection Officer

The Department for Culture, Media & Sport
100 Parliament Street

London

SW1A 2BQ

Email: dpo@dcms.gov.uk

If you have concerns about how The Fund is handling your personal data, you may contact their DPO as follows:

Data Protection Officer

The National Lottery Community Fund

Apex House

3 Embassy Drive

Edgbaston

Birmingham

B15 1TR

Email: data.protection@tnlcommunityfund.org.uk

If you're unhappy with the way we have handled your personal data and want to make a complaint, please write to the department's Data Protection Officer or the Data Protection Manager at the relevant agency. You can contact the department's Data Protection Officer using the details above.

How to contact the Information Commissioner's Office

If you believe that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. You may also contact them to seek independent advice about data protection, privacy and data sharing.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

Telephone: 0303 123 1113

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Changes to our privacy notice

We may make changes to this privacy policy. In that case, the 'last updated' date at the bottom of this page will also change. Any changes to this privacy policy will apply to you and your data immediately.

If these changes affect how your personal data is processed, DCMS will take reasonable steps to let you know.

This notice was last updated on 31/10/2023.