Town Centre Shopfront Improvement Programme Privacy Notice

Antrim and Newtownabbey Borough Council is the data controller for personal information collected through the Town Centre Shopfront Improvement Programme. This information will be used to process your application, administer the programme, make grant payments where applicable, and meet audit and funding requirements.

The information collected may include your name, business and contact details, property information, application details, supporting evidence, payment information and correspondence records. If your application is successful, we will also collect information and documentation required to administer and process your grant claim and payment. Relevant information and documentation relating to your application and any grant awarded will be held on the Council's Customer Relationship Management (CRM) system.

The lawful basis for processing your application and grant information is Article 6(1)(e) of the UK General Data Protection Regulation (UK GDPR) – the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Information collected may be shared with relevant Council departments, the Department for Communities, the Council's appointed Quantity Surveyor and the Northern Ireland Audit Office for the purposes of administering, monitoring and auditing the programme.

You can choose to join the Council's Business Directory and receive information about relevant business support programmes, funding opportunities, events and other business opportunities. This is optional and will not affect your application. The lawful basis for this processing is Article 6(1)(a) of the UK GDPR – your consent. You can withdraw your consent or unsubscribe from these communications at any time.

Where personal information is transferred or processed outside the UK, appropriate safeguards will be in place in accordance with data protection legislation. All information may be subject to audit and will be held in accordance with the Council's retention and disposal schedule.

You have a number of rights in relation to your personal data. Further information is available from the Information Commissioner's Office: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/

If you have any concerns about how your personal data has been handled, please contact:

Data Protection Officer
Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB
T: 028 94 463113
E: DPO@antrimandnewtownabbey.gov.uk

If you are not satisfied with our response, you can complain to the Information Commissioner's Office (ICO).