

Workforce North Co-Investment Fund

Privacy Statement

Purpose

Workforce North Co-Investment Business Grants

Description

You are giving us your personal and organisational information to allow us to determine whether your business is eligible to receive funding from the Workforce North Co-Investment Fund. We also use your information where required to contact you by post, email or telephone and to maintain our records. The Highland Council is administering this fund.

If You Do Not Give Us Your Information

If you do not provide this data, we cannot process your information application.

Who We Share Your Information With

We are legally obliged to safeguard public funds, so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

For the purposes of Managing the Workforce Co-Investment Plan, details of your application may be shared with:

- The appropriate Local Authority within the WFN geographic area for feedback on your application and for reporting purposes
- To Skills Development Scotland, Highland and Islands Enterprise, Highland Council and the Scottish Government for overall programme reporting.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Your Rights

- Access your data
- Change personal data
- Delete personal data
- Restrict processing of personal data

Find out more about your rights

How Long We Hold Your Data

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

Data Controller

The data controller is The Highland Council

Data Protection Officer

Contact our Data Protection Officer:

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX

dpo@highland.gov.uk

Supervisory Authority

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113

[ICO website](https://ico.org.uk)