

## **Joint Privacy Notice - The Growth Fund**

The Growth Fund is a partnership between The National Lottery Community Fund and Big Society Capital delivered by Access the Foundation for Social Investment. The Growth Fund is designed to provide the finance that charities and social enterprises need for growth or diversifying their business models. The fund is aimed at organisations which are unlikely to have taken on social investment before.

The finance offered is principally in the form of small, flexible, unsecured loans, to organisations seeking to use the funds to create more social impact. Those social investors delivering the Growth Fund can offer charities and social enterprises up to £150,000 of flexible finance by combining grants with loans into simple products.

This Privacy Notice explains your rights and gives you the information you are entitled to under the Data Protection Act 2018 and the UK General Data Protection Regulation (“the Data Protection Legislation”). Note that this Privacy Notice only refers to your personal data which we process (e.g. Title, Name, Gender, Date of birth, Address/contact details, job history and experience (CVs and photographs), financial information, passport, visa).

### **Who controls the information you provide?**

The National Lottery Community Fund and Access jointly control the reasons for your personal data being collected and how it is processed for the purposes of the Growth Fund.

Both parties have agreed that each of them will take lead 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 Access and The National Lottery Community Fund.

### **Why are we collecting and processing your personal data?**

At the application stage, the personal data we process are the details of a legally responsible individual at your organisation (name, date of birth, home address, email address, phone number). This is processed by Access to conduct organisational checks for the purposes of grant making. Access will also hold contact details (name, phone number, email address) of an individual at your organisation to maintain contact during the programme.

All data collected at the application stage is shared by Access with The National Lottery Community Fund and Big Society Capital for the purposes of running this programme and will be held by Access for oversight, audit and assurance purposes to prevent fraud and ensure that the money has been spent in accordance with regulations and the purposes of the programme.

Access may use publicly available information about you to carry out background checks for the purposes of assessing any risks to public funding in making a grant to your organisation.

### **Our legal basis for processing your personal data**

Access and The National Lottery Community Fund are processing your personal data as it is necessary for a task carried out in the public interest.

### **Who will we share your personal data with?**

Access hold the personal data outlined above on individual databases. Access will be able to access your email address to enable them to communicate with you regarding the project's progress and any relevant information. Access will be able to access these details to contact you to check that the money has been spent in the way agreed during your application to the Fund. Access and The National Lottery Community Fund may also share your data with The National Audit Office for the same reason.

We may share your personal data with organisations that help us to run this programme by conducting organisational checks and verifications for due diligence. Access will share data with an external evaluator Ecorys for the purpose of evaluating this programme. We will only share personal data which they need to carry out their work and subject to appropriate security measures.

The personal data Access collects from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by Access and The National Lottery Community Fund and these fraud prevention agencies, and your data protection rights, can be found by contacting:  
([data.protection@tnlcommunityfund.org.uk](mailto:data.protection@tnlcommunityfund.org.uk))

### **How long will we keep your personal data?**

Your personal data will be retained for seven (7) years after the end of your repayment period.

### **Your rights, e.g. access, rectification, erasure**

The data we are collecting is your personal data, and you have the right:

- To see what data we have about you
- To ask us to stop using your data, but keep it on record
- To ask us to stop using and delete your data in certain circumstances
- To have all or some of your data corrected
- To lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law.

You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113. ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Should you have any concerns or wish to exercise the rights outlined above in respect of the personal data which:

- The National Lottery Community Fund is processing, then please contact the Data Protection Officer at [data.protection@tnlcommunityfund.org.uk](mailto:data.protection@tnlcommunityfund.org.uk) .
- Access is processing, please contact the Access Data Protection Officer Chris Coghlan, Director of Finance and Operations, at [chris.coghlan@access-si.org.uk](mailto:chris.coghlan@access-si.org.uk)

### **Accuracy**

Access and The National Lottery Community Fund take all reasonable steps to keep personal data in its possession or control, which is used on an on-going basis, accurate, complete, current and relevant, based on the most recent information available to us. If we are advised of a change in information, we will update the data accordingly.

We rely on you to notify us of any changes to your personal data.

**Your personal data will not be sent overseas.**

**Your personal data will not be used for automated decision making.**

### **Complaints**

Any complaints you have should be directed to [info@access-si.org.uk](mailto:info@access-si.org.uk)

### **Security of personal information**

We are committed to taking all reasonable and appropriate steps to protect the personal information we collect from you from improper use or disclosure, unauthorised access, unauthorised modification, and unlawful destruction or accidental loss. We have taken and will take appropriate information security, technical, storage and organisational measures to such end, including measures to deal with any suspected data breach. All providers who are associated with the processing of your information are obliged to respect the confidentiality of your personal data.