



# Blackburn with Darwen Council Privacy Notice

**Service area** – Social Integration

**Purpose we collect the data**

Service delivery  
Service improvement  
Service planning, research and evaluation

**Categories of data we collect**

Name of BwD citizen  
Name of BwD guardian for under 13 age  
Email address of citizen/guardian  
Contact number of citizen/guardian  
BwD citizen media files i.e. photos, videos location  
Organisation name  
Organisation address  
Organisation contact details; telephone, email, twitter, facebook  
Nature of business  
Individual personnel name  
Individual personnel contact details; telephone, email  
Individual personnel media images; photos, videos  
Outcome of any grant fund awarded including amount

**Legal basis for processing**

Client information is gathered from each organisation and processed under one or more of the following:

Article 6(1)(a) of the GDPR, that the individual has given clear consent for you to process their personal data for a specific purpose;

Article 6(1)(b) of the GDPR, the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Article 6(1)(e) of the GDPR, the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**Who we share the information with**

Blackburn with Darwen voluntary, community and faith sector groups  
Dept. of Work and Pensions  
Job Centre Plus  
Other relevant internal departments  
Third sector/voluntary commissioned service providers  
Ministry of Housing, Communities and Local Government

**How long we hold the data**

Grants and awards - CY + 6 years

Grant Claims - CY + 6 years

Contract documentation - 6 years from contract completion date

Unsuccessful tenders and quotations – 4 years from the award of the contract

Media files – 4 years