



**SECTION B**

<b>Contact Details for the Organisation - See Section A, Q1</b>	
Lead Contact	
Postal Address	
Telephone Number	
Email address	
Name/Organisation that cheque should be made out to if successful.	

<b>Independent Referee – See Section A, Q20</b>	
<p>Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but know its work well and know about the project for which you are requesting funds. Please do not give the details of a relative, friend, partner another member of the group, or anyone who would benefit from a grant being awarded to your project. All information provided will be kept in accordance with our data protection policies.</p>	
Title:            Full name:	Business address:
Profession/Job title:	Postcode:
Organisation name/Employer	Daytime Telephone Number:
Email address:	Mobile Telephone Number:

**Declaration**

*The information given on this application form is correct to the best of my knowledge.*

**Privacy Notice**

*This privacy notice explains how Harpenden Town Council (the Data Controller) will use any personal information we collect about you when you use our services. We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.*

*We collect the following personal data: Name, Address, Telephone number, Email address.*

*All this information is set out in full in the privacy notice with this form. Please read the privacy notice at the end of this document for more details.*

**Consent**

*By completing this form you are giving consent for us to process your personal information for the purposes as outlined in the privacy notice with the form.*

*You have a right to withdraw your consent at any time by emailing [Harpenden.Town.Council@harpenden.gov.uk](mailto:Harpenden.Town.Council@harpenden.gov.uk) or calling the Council on 01582 768 278.*

***If you withdraw consent we will stop processing your application. If you supply us with an alternative contact we will require consent for that contact. If you withdraw consent after a grant has been awarded, we will withdraw the grant unless an alternative suitable contact has been provided.***

*I agree to give consent*

*I confirm I have ensured that all names and contacts agree to have their details made available. I will make sure that all Management Committee members and people involved in delivering are aware of this declaration and the privacy notice.*

*Name of Lead Contact (please print)\_\_\_\_\_*

*Signature \_\_\_\_\_*

*Date \_\_\_\_\_*

**Checklist, have you included:**

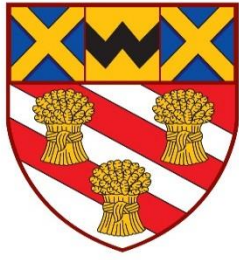
Section A - Background information about the group/organisation including a constitution, set of rules or other governing documents	<input type="checkbox"/>
Section A - Quotations/papers outlining cost of project/initiative	<input type="checkbox"/>
Section A - Attached any additional papers i.e. separate budget plan, annual accounts	<input type="checkbox"/>
Section B - Included the full details of the contact person who knows the detail of the project	<input type="checkbox"/>
Answered all the questions on the form	<input type="checkbox"/>
Made a copy of this form for your reference	<input type="checkbox"/>
Read and signed the Declaration, Privacy Notice and Consent to process personal information.	<input type="checkbox"/>

Completed applications should be returned to:

The Town Clerk  
Harpenden Town Council  
Town Hall, Leyton Road,  
Harpenden, Herts, AL5 2LX  
Or email to:  
[Harpenden.Town.Council@harpenden.gov.uk](mailto:Harpenden.Town.Council@harpenden.gov.uk)

If you have any queries in completing the application form or require details on the process please contact Harpenden Town Council on 01582 768278.

Your application will be submitted to the next meeting of the Corporate Policy and Finance Committee and you will be notified of the decision.



# HARPENDEN TOWN COUNCIL

*CLOSER TO THE COMMUNITY*

## **Contact Privacy Notice**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.

### **The Councils Right to Process Information**

#### **GDPR (Data Protection Act 1998) Article 6 (1) (a) (b) and (e)**

Processing is with consent of the data subject to the processing of his or her personal data for one or more specific purpose

Processing is necessary for the performance of a contract or in order to take steps prior to entering into a contract

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

Harpenden Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

### **Children**

We will not process any data relating to a child (under 16) without the express parental/ guardian consent of the child concerned.

## **Your Rights Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting Harpenden Town Council:

[Harpenden.Town.Council@harpenden.gov.uk](mailto:Harpenden.Town.Council@harpenden.gov.uk)

## **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact:

[Harpenden.Town.Council@harpenden.gov.uk](mailto:Harpenden.Town.Council@harpenden.gov.uk)

## **Information Deletion**

If you wish Harpenden Town Council to delete the information about you please contact: [Harpenden.Town.Council@harpenden.gov.uk](mailto:Harpenden.Town.Council@harpenden.gov.uk)

## **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk:

[carl.cheevers@harpenden.gov.uk](mailto:carl.cheevers@harpenden.gov.uk)

## **Rights Related to Automated Decision Making and Profiling**

Harpenden Town Council does not use automated decision making or profiling of individual personal data.

## **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Town Clerk at Harpenden Town Council:

[carl.cheevers@harpenden.gov.uk](mailto:carl.cheevers@harpenden.gov.uk) and the Information Commissioners Office  
[casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

CARL CHEEVERS

Town Hall Leyton Road Harpenden Herts AL5 2LX

Tel: 01582 768278

Email: [Harpenden.Town.Council@harpenden.gov.uk](mailto:Harpenden.Town.Council@harpenden.gov.uk) Website  
[www.harpenden.gov.uk](http://www.harpenden.gov.uk)