

Avail Grant Funding Solutions Privacy Policy

Data Protection Registration number ZB440165

Our contact details

Name: Simon Baxter
Address: 34 Robson's Way, Amble, Northumberland, NE65 0GA
Phone Number: 07910 399817
E-mail: simon@availgfs.co.uk
Website: www.availgfs.co.uk

The type of personal information we collect

We only use information specifically provided by applicants for the processing of grants, we do not actively collect information for any other reasons.

We currently collect and process the following information:

- Personal identifiers
- Name
- Address
- Telephone number
- Email address
- Financial details: bank account details explicitly for the submission of grant claims to enable payment

How we get the personal information and why we have it

All the personal information we process is provided to us directly by you for one of the following reasons:

- To enable a grant funding application to be made
- To enable grant claims to be made
- To contact an applicant regarding an application or claim

We use the information that you have given us in order to apply for grants and to submit grant claims for payment.

We will share this information with the Marine Management Organisation (MMO) who administer the current scheme on behalf of the Department of Environment, Food & Rural Affairs (Defra). The MMO have a 'Disclaimer Statement' which must be

read and confirmation of this provided by yourself in order to proceed with any applications.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting:

Avail Grant Funding Solutions

Email: simon@availgfs.co.uk

Web: www.availgfs.co.uk (complete form on contact page)

Tel: 07910 399817

How we store your personal information

We keep the following personal information listed for the duration of your application and until the claim is successfully settled:

- Personal identifiers
- Name
- Address
- Telephone number
- Email address
- Financial details: bank account details explicitly for the submission of grant claims to enable payment

This information is stored on a PIN protected laptop, only used for business purposes and accessible by only one person. The laptop does not leave our premises which are secured when not attended.

Information which is time expired on completion of an application and payment of a claim will be disposed of using the following means:

- The specific folder containing the files created to store your application and claim documentation will be deleted.
- The deleted folder and files will be located in the 'Recycle Bin' and deleted permanently from this location.
- Generally, we do not print application and claim information however if we do these documents will be shredded or burnt.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at:

Avail Grant Funding Solutions

Email: simon@availgfs.co.uk

Web: www.availgfs.co.uk (complete form on contact page)

Tel: 07910 399817

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Avail Grant Funding Solutions

Email: simon@availgfs.co.uk

Web: www.availgfs.co.uk (complete form on contact page)

Tel: 07910 399817

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>