



**Ards and  
North Down  
Borough Council**

**APPLICATION FOR  
BLUE/ GREEN TOURISM EXPERIENCE DEVELOPMENT PROGRAMME**

**15 November 2021 – 31 March 2022**

## **BLUE/GREEN TOURISM EXPERIENCE DEVELOPMENT PROGRAMME OPPORTUNITY**

The Blue/Green Tourism Experience Development Programme is aimed at local tourism businesses or constituted organisations/groups (“the provider”) who can develop new, or enhance existing, tourism experiences which must take place **between 15 November 2021 and 31 March 2022**. Any funding award secured can be used only for direct delivery of the experience.

The minimum funding application per provider is £5000 and the maximum £15,000 (if VAT registered, awards will exclude VAT). Applications should be for the creation of one new or newly enhanced experience\*. There is no limit as to how often this one experience may be delivered within the timeframe of the programme, in fact multiple delivery dates are desirable. Should the programme be oversubscribed a percentage reduction will be applied to the award made to all successful applications.

\* Experience can be stand alone or themed.

### **THE APPLICATION PROCESS (GUIDANCE)**

The following guidance will assist in the completion of the application form so should be read carefully. It is not enough to repeat what is written in the guidance within the answers in your application. It is important to be realistic and open in your responses as, if successful, the conditions within your Letter of Offer will derive from them.

### **EXPECTED OUTCOMES**

To align with a wider national experience development programme delivered by Tourism NI (TNI) all applicants to the Blue/Green Programme must be able to demonstrate in their application how their experience will:

- Provide more reasons to travel to and within NI
- 2. Enhance and animate the visitor experience for NI and ROI visitors
- 3. Encourage more opportunities for visitor spend.

The experience should also be able to meet Tourism NI’s ‘Embrace a Giant Spirit’ brand guidelines.

<https://www.tourismni.com/build-your-business/sector/mice-travel-trade/mice-and-travel-trade-trends-and-opportunities/northern-ireland---embrace-a-giant-spirit/>

### **WHO CAN APPLY?**

Businesses, constituted\* organisations or groups will be eligible to apply if the provider can demonstrate compliance with the following criteria:

- The experience created must be delivered within Ards and North Down Borough and provide economic benefits within the Borough.
- They have been in business/operation for at least 12 months. If not, they must provide detailed evidence by way of supporting documentation to demonstrate their capacity and ability to deliver the proposed experience in accordance with the programme requirements.
- The new/enhanced experience must have the ability to attract visitors from outside Ards and North Down Borough.
- They have a UK bank or building society account in the name of the business/organisation/group. They can meet the requirement to provide accounts/financial statements for the experience.
- They will spend any funding award on the costs of delivering the experience by 31 March 2022.
- They have adopted appropriate policies in line with type of organisation.

\* A constituted organisation is one that has a simple set of rules (a constitution) which makes clear what the organisation intends to do and how it intends to operate.

## QUALIFYING EXPENDITURE

(Table 1 on page 4 summarises items of eligible and ineligible spend)

Any eligible spend must comply with the Northern Ireland Public Procurement Policy in respect of any tendering exercises carried relating to any aspect of the development and delivery of the experience. At a minimum this requires the business/organisation/group to comply with the principles of open, transparent and competitive tendering. ANDBC's procurement ceilings must be observed, as below:

Up to £3,000	No quotation necessary
£3,000 to £30,000	Three quotations necessary

Further information on public procurement requirements can be viewed at: <https://vwww.finance-ni.gov.uk/topics/procurement/public-procurement-policy-northern-ireland>

Where quotations are necessary they may be sought by email. A copy of each quotation must be submitted for verification of spend.

A detailed breakdown of proposed spend must be included within the application to substantiate the experience development budget.

**ALL EXPENDITURE MUST BE EVIDENCED by (original) invoices, receipts, bank/credit card statements etc. at claim stage.**

Up to 50% of the award may be requested in advance of delivery of the experience, subject to the provider detailing the need. The remaining 50% will be paid after the Experience has been delivered and the post-evaluation form plus required financial information have been received and assessed by ANDBC.

**Funding Surplus** – the Council will require any funding not spent on the agreed experience development and delivery to be repaid at the end of the project.

**Non-Delivery of Experience**

Should the experience fail to take place due **either** to failure to deliver on the provider’s part, **or** if it becomes clear that the experience will not attain the required outcomes of the programme prior to delivery, the provider will be required to repay any funding advanced.

**Table 1: Eligible and Ineligible Expenditure**

<b>Eligible</b>	<b>Ineligible</b>
Production/material costs to run/operate the experience	Any spend on marketing and promotion of the experience
Health and safety requirements	Ongoing operational costs of the provider’s organisation
Security	Administration
Hire Fees e.g. venue hire	Capital spend on permanent structures****
	Capital spend on equipment such as cameras or computers etc.
	Any development perceived to support or promote any one religious or political dimension
	Development of any experience which is substantially a fundraising vehicle, whether for the provider or to raise funds for transfer to a third party
	Development of any experience where any surplus achieved will be transferred to a third party
	Development of any experience that cannot demonstrate a financial need for public funding
	Development of any experience that does not meet the three outcomes listed on Page 1
	Legal fees
	Staff salaries / freelance fees / consultancy fees
	Hospitality – (although the cost of

	catering for participants and volunteers can be claimed).
	Other hospitality (such as sponsors' dinners) <b>(The cost of alcohol cannot be claimed in any context/circumstance.)</b>
	Bank fees/bank charges/interest charges
	Capital repayments
	Tax and VAT payments
	Freight costs
	Membership fees
	Phone bills
	Charitable donations
	Insurance
	Bank commission
	Liquor licences
	Prize fund – cash
	Provider fees/event management fees
	Accountancy fees
	Corporation tax
	Rates/ fuel /electricity/rent
	Ceremonial costs
	In kind support

\*\*\*\* this includes but is not limited to "broken ground" items. If in doubt please contact Anne Poots via email below for clarification.

## DEADLINE FOR ACCEPTANCE OF COMPLETED APPLICATION FORMS

The Programme will close at **12 noon on MONDAY 8 NOVEMBER 2021**. Applications received after this time will **NOT** be considered.

**Please return completed applications, preferably by email, to:**

Email: [anne.poots@ardsandnorthdown.gov.uk](mailto:anne.poots@ardsandnorthdown.gov.uk)

By post to: **Visitor Information Centre, Tower House, 34 Quay Street, Bangor, BT20 5ED.**

## TIMETABLE

<b>Closing Date</b>	<b>12 NOON MONDAY 8 NOVEMBER 2021</b>

<b>Acknowledgement by Council of completed Application Forms</b>	<b>On receipt of form</b>
<b>Assessment by Panel</b>	<b>w/c 9 NOVEMBER 2021</b>
<b>Notification of Funding Award</b>	<b>w/c 15 NOVEMBER 2021</b>

All electronic applications submitted will be acknowledged via a receipt of acceptance.

**Please do not hesitate to contact us should you require clarification on any aspect of your application, prior to its submission.**

**BLUE/GREEN TOURISM EXPERIENCE DEVELOPMENT PROGRAMME  
APPLICATION FORM**

**Q1. CONTACT DETAILS**

**BUSINESS/ORGANISATION/GROUP NAME:**

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**ADDRESS:**

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**TYPE OF BUSINESS/ORGANISATION/GROUP:**

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**BUSINESS/COMPANY REGISTRATION NUMBER (if applicable):**

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**CONTACT PERSON:**

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**CONTACT TELEPHONE NUMBER:**

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**CONTACT EMAIL ADDRESS:**

---

**BUSINESS/ORGANISATION/GROUP WEBSITE: (if applicable)**

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**VAT REGISTERED? (Yes/No)**

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**VAT NUMBER:**

**The application form contains four questions. You must answer all questions. Questions, 1, 2 and 4 will be scored as per the matrix below. To secure an award of funding you must score 9 or more.**

<b>Measure</b>	<b>Score</b>
Excellent response that meets the requirement. Indicates an excellent response with detailed supporting evidence and no weaknesses.	5
A good response that meets the requirement with good supporting evidence. Demonstrates good understanding of the requirement.	4
Meets requirement. The response generally meets the requirement but lacks sufficient detail to warrant a higher mark.	3
A response with reservations. Lacks convincing detail to demonstrate that the proposed response will meet the requirement.	2

An unacceptable response with serious reservations. Very limited detail to demonstrate that the proposed response will meet the requirement.	1
Failed to address the question.	0

**Q1. EVIDENCE OF ELIGIBILITY TO APPLY** - Please give details of your business/organisation/group's relevant tourism/visitor experience history in the past two years. If you have been operating for fewer than two years detail how many bookings/experiences you currently have scheduled between 1 November 2021 and 31 March 2022. Your answer should include details/examples of delivery of visitor experiences, or similar activity, to demonstrate your ability and capacity to deliver an Experience funded via this programme. Qualifications, accreditations, memberships of relevant bodies, details of health and safety training etc., specific to those personnel delivering the experience, should all be included.

(Max word count 500)

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**Q2. EXPERIENCE/PROJECT DETAILS**

**PROPOSED EXPERIENCE/PROJECT:** Please give details of your proposed new/enhanced development experience/project. This should include, but is not limited to the following:

- Description of the experience(s) – if proposing a number of elements under an overarching themed Experience, please detail all experience elements
- When it will be delivered
- Where it will be delivered
- How it will be delivered (including details of partners or sub-contractors)
- Approximate price of experience to customer
- The Priority Consumer Segments the experience will appeal to (see Appendix 2)
- How the delivery will meet the outcomes required in the “EXPECTED OUTCOMES” - see page 2
- How the delivery will meet the “Embrace the Giant Spirit” guidelines – see Page 2.
- Which visitor segment(s) your Experience will attract (see Appendix 1)
- **Provide more reasons to travel to and within NI**
- **Enhance and animate the visitor experience for NI and ROI visitors**
- **Encourage more opportunities for visitor spend/economic return within ANDBC.**

(Max word count 500)



<b><u>Total award sought to deliver the experience</u></b>	<b><u>£</u></b>
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***If you are in any doubt as to the eligibility of any budget items, please do not hesitate to contact Anne Poots for guidance. Please also refer to Table 1, Eligible and Ineligible Expenditure, on pages 4-5***

**Q4. MARKETING OF EXPERIENCE – Please note all marketing costs are the responsibility of the individual business and are an INELIGIBLE item for funding.**

Please give details of how you propose to market your Experience, including the media platforms/channels you propose to use, to promote it for successful uptake by consumers.

NB: If successful in obtaining an award you will be required to meet with a member of the Council’s tourism marketing team to discuss your promotion of the experience. All marketing collateral will be used in the evaluation of the delivery of the Experience.

(Max word count 300)



## **WHAT HAPPENS NEXT?**

If your application is successful, we will:

- Arrange a meeting week commencing 15 November (either online or a site visit in line with Covid restrictions, as appropriate) with Council officers to discuss and agree the proposed Letter of Offer (LoO) conditions and our requirements for the evaluation of your Experience delivery. Evaluation expectations will be in line with the amount of your funding award.
- Send you a LoO confirming the amount of the award and detailing the conditions attached to it. The Form of Acceptance within the LoO must be signed and returned within **ONE WEEK** of the date printed on the LoO. No work can begin on the Experience until we have acknowledged receipt of the signed LoO.
- Along with your LoO acceptance, you will be required to submit:
  - Annual accounts/draft accounts (if your organisation has been operating for fewer than 12 months, please include the most recent bank statement)
- Ask you to provide appropriate insurance, risk assessments and a safeguarding policy, as applicable, before the start of your experience, or as soon as possible after receiving confirmation of an award. Your insurance must include Public Liability, unless otherwise agreed by the Council. The level of insurance necessary will be based on the nature of the experience proposed. Where PLI is required, a copy of the insurance certificate must be received by the Council before the Experience takes place.
- All organisations must produce a set of accounts demonstrating the expenditure on developing and delivering the Experience, as documented at time of application (the development budget). The accounts must be supported by original invoices/receipts and original bank and credit card statements. You should expect a visit from a Council officer during the period of your experience delivery who will observe/check that you are compliant with any relevant conditions within your LoO.

## SAFEGUARDING

Individuals and organisations working with children, young people and/or adults who may be vulnerable must have an existing policy that ensures good practice guidelines are followed.

You can adopt the Council's Safeguarding policy if your organisation does not have a policy in place by signing and returning with your LoO the **Confirmation of Safeguarding arrangements** form, available to download at:

[www.ardsandnorthdown.gov.uk/about-the-Council/safeguarding](http://www.ardsandnorthdown.gov.uk/about-the-Council/safeguarding).

The signed form should be returned along with your acceptance of the LoO.

### SECTION 75 PRE- EVENT GROUP MONITORING FORM

**Funding Applied For: Blue/Green Tourism Experience Development Programme**

**Project/Experience:** \_\_\_\_\_

SECTION 75 MONITORING QUESTIONNAIRE	
<b>Statement</b>	
In the spirit of Section 75 of The Northern Ireland Act 1998 it is important that Ards and North Down Borough Council ensure they are working to engage with a broad range of service users and potential service users.	
To enable this information to be collected and monitored it is requested that you provide the details requested with your grant application.	
<b>This information will not be considered as part of the funding award scoring. It is monitoring purposes only and is detached before the application will be considered.</b>	
The information provided on this questionnaire will be held in confidence and will be strictly processed in accordance with the provisions of the Data Protection Act 1998. Your personal data will not be passed to any third parties.	
Please complete the questions below.	

<b>Broad age range of business/group/organisation:</b>	
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<b>Breakdown of gender of</b>	Male	Female	Not Known
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<b>business/group/organisation if known (% or number):</b>			
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<b>Breakdown of religious affiliation or community background of business/group/organisation if known (% or number.):</b>	The group is mainly of the Protestant community
	The group is mainly of the Roman Catholic community
	There are members of BOTH the Protestant and Roman Catholic communities
	Not Known

<b>Nationality:</b>	
Does your business/group/organisation include a range of nationalities - if so please detail if known?	

<b>Ethnicity:</b>	
Does your business/group/organisation include a range of ethnic backgrounds – if so please detail if known?	

<b>Disability:</b>			
Under the Disability Discrimination Act 1995 a person is considered to have a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.			
Do you consider members of the business/group/organisation to have a disability?	Yes	No	
If you have answered Yes to the above question please indicate the nature of the impairment(s) by ticking the appropriate box or boxes:			
Physical Disability	Mental Health Disability	Learning Disability	Other

<b>Dependants:</b>	
<b>Are you aware if any members of the business/group/organisation have personal caring responsibility for the care of?</b>	Please tick
Child/Children	
Dependant adult	
None of the above	
Other	

### **DECLARATION**

The following checklist summarises the information you **must** send us, and all of the required legal information you should read, before submitting your application. You must check that all documents and relevant information have been submitted with the application as incomplete applications will not be considered.

#### **Legal Information**

The Provider has read and understood the Freedom of Information Statement at <https://www.ardsandnorthdown.gov.uk/resident/grants/tourism-grants>

The Provider has read and understood the Equality of Opportunity Statement at <https://www.ardsandnorthdown.gov.uk/resident/grants/tourism-grants>

#### **Application Checks:**

The Provider has answered all the questions on the application form (Q1-4)

The Declaration has been signed (overleaf)

The Section 75 monitoring pre-experience questionnaire has been completed

The completed application and supporting documentation should be emailed (preferable) to: [anne.poots@ardsandnorthdown.gov.uk](mailto:anne.poots@ardsandnorthdown.gov.uk) or mailed to:

**Mrs Anne Poots, Administrative Officer (Tourism), Bangor Visitor Information Centre, Tower House, 34 Quay Street, Bangor, BT20 5EX**

**Fundraising Declaration**

As per Ards and North Down Borough Council's grants policy, provision of funds to organisations to host fundraising or donation-led events is not permitted. Therefore if your Experience would not go ahead without the collection of donations intended for retention by your organisation or distribution to third parties, you should not accept any award offered.

**I confirm the experience applied for is not a fundraising Experience as defined above.**

**We hereby declare that, to the best of our knowledge, the information given in this application is true and correct.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**PLEASE ALSO ENSURE THE PROVIDER HAS COMPLETED AND SIGNED THE SUPPLIER DETAILS FORM IN APPENDIX 1**

<b>APPENDIX 1</b>	<b>Supplier Details Form</b>	
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**Please complete this form and email to [supplierpayments@ardsandnorthdown.gov.uk](mailto:supplierpayments@ardsandnorthdown.gov.uk) or print and post to:** Ards and North Down Borough Council (ANDBC), Supplier Payments Team (Finance), Town Hall, The Castle, Bangor, BT20 4BT.

Invoices to be emailed to [p2p@ardsandnorthdown.gov.uk](mailto:p2p@ardsandnorthdown.gov.uk) in PDF format.

**• COMPANY DETAILS**

<b>Company Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone Number:</b>	



<b>Company Type:</b> (please tick relevant category)	Sole Trader/Partnership    Company/Limited Partnership Other, please state:
<b>Nature of your business or service provided:</b>	
<b>Are you registered for VAT?</b>	YES    NO
<b>If yes, please provide VAT Registration Number:</b>	
<b>Name of Council Officer/Service you are providing goods or services for:</b>	

• **UK BANK DETAILS**

Payment will be made directly into your bank account via BACS. To facilitate this, please provide the following information:

<b>Bank Account Name:</b> (please ensure this is an exact match to your bank statement)								
<b>Bank Sort Code:</b>								
<b>Bank Account Number:</b>								
<b>Building Society Roll Number (if applicable):</b>								

**OTHER CONTACT DETAILS**

Please provide an email address to which purchase orders may be sent:

<b>Purchase Order Email Address:</b>	
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Please provide an email address to which remittances may be sent:

<b>Remittances Email Address:</b>	
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**Or alternatively, please provide postal address for remittances to be sent to, if different from above:**

<b>Remittance Address: (if different from above)</b>	
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**HM REVENUE & CUSTOMS (HMRC) CONSTRUCTION INDUSTRY SCHEME (CIS)**

ANDBC is required to follow the rules of HMRC in respect of payments made for services falling under the Construction Industry Scheme. The scheme applies to construction operations and covers almost any work that is done to a permanent or temporary building or structure, civil engineering works and works such as, but not limited to, site preparation, alterations, dismantling, repairs, decorating and demolition works.

Do you carry out works that may fall under the HM Revenue & Customs Construction Industry Scheme?	YES	NO
Is your company registered under the HM Revenue & Customs Construction Industry Scheme?	YES	NO

If your company is registered with HMRC for CIS, please provide the following:

Unique Tax Reference (UTR) No.	
Company Registration No. (if applicable)	
National Insurance No. (if applicable)	

**Please note that all payments made by Council must take account of your tax status as determined by HMRC. If you are not registered with HMRC but carry out works that fall within the scheme, then you will be liable to a 30% tax deduction on the labour element of your works.**

**ANDBC is an end user for the purposes of section 55A VAT Act 1994 reverse charge for building and construction services. Please issue us with a normal VAT invoice, with VAT charged at the appropriate rate. We will not account for the reverse charge.**

**HM REVENUE & CUSTOMS (HMRC) FOREIGN ENTERTAINERS SCHEME**

ANDBC is required to follow the rules of HMRC in respect of payments made to entertainers, or persons who are providing an entertainment service performed by entertainers, who are not resident in the UK. The term entertainer includes but is not limited to, sportspersons, musicians, actors, TV & radio personalities, variety artistes, literary artistes, choirs, bands and orchestras. The scheme also applies to transfer of assets, for example, an airline ticket or hotel accommodation provided for an entertainer.

<b>Are you a non-UK resident entertainer OR a company providing any supplies relating to entertainment</b>	<b>YES</b>	<b>NO</b>
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<b>performed by non-UK resident entertainers?</b>	
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Please note that, if you have answered yes to any of the above questions, HMRC **may** require us to make a tax deduction at the basic rate (withholding tax) on payments which arise directly or indirectly (i.e. it does not need to be the entertainer who gets the payment) for supplies of a non-UK resident entertainer.

**FORM COMPLETED BY:**

<b>Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	

**DATA PROTECTION**

Ards and North Down Borough Council's Finance Section takes your right to personal privacy seriously. Personal information you supply will be used for the purposes of making payments as part of the Council's contractual obligations. The Council may be required to share your personal information with third party bodies, such as HMRC, as part of its statutory and legal obligations. Information will be held by the Council for six years after the end of a financial year, in line with its Retention and Disposal Schedule, and in accordance with the Data Protection Principles.

You have a right to see and review the information held on you. If you wish to request your personal information or have a data protection query, please put your request in writing, stating clearly who you are and your query to: Data Protection Officer, Ards and North Down Borough Council, Town Hall, The Castle, Bangor, BT20 4BT, Email: [dataprotection@ardsandnorthdown.gov.uk](mailto:dataprotection@ardsandnorthdown.gov.uk) Tel: 0330 013 3333. Further information can be found on the Council's website at [www.ardsandnorthdown.gov.uk/privacy-and-cookies](http://www.ardsandnorthdown.gov.uk/privacy-and-cookies)"

**Appendix 2**

**Priority Consumer Segments**

Ards and North Down's Blue/Green Programme aligns with Tourism NI's current marketing campaign 'One Step to a Giant Adventure'. The experiences supported by it should provide entertainment and enjoyment for domestic and ROI visitors to Ards and North Down.

The borough particularly appeals to Aspiring Families and Natural Quality Seekers from the domestic market and the Open to Ideas and Open-Minded Explorer segments from the ROI.

**Characteristics of Aspiring Families/ Open to Ideas Segments:**

- Strong family focus
- Activities very important(all types, variety of interests)
- Need activities to suit children as well as the whole family
- Planners – do a lot of research
- Pay attention to price, seeking value
- Consider themselves bargain hunters but not afraid to pay for quality (if worth it)

**ROI Open to Ideas characteristics:**

- Conduct research online, consider reviews and influenced by media
- Price and deal important
- Open-minded and interested in the outdoors, sport, music, and history
- Seeking organised 'energetic' but not adventurous activities, motivated by nature/outdoors
- Like to plan and have an itinerary
- Value for money important and influenced by deals
- Likes 'easy to get to' destinations and scenic natural surroundings

### **Natural Quality Seekers and Open-Minded Explorers**

#### **The Natural Quality Seekers characteristics:**

- Quality of accommodation important
- Nature lovers, enjoy the outdoors
- Preference for gentle activities
- Sustainability important
- Enjoy planning and like to have clear itineraries
- Short breaks important part of their lives

#### **ROI Open-Minded Explorers characteristics:**

- Wish to engage with local people and local culture
- Seeking unique experiences and are interested in learning
- Want high quality hotels and food
- Appreciate and enjoy the natural environment and scenic beauty
- Enjoy planning breaks, doing a lot of research and rely on traditional media and tourism websites more than other segments

## **Appendix 3**

### **Ards and North Down Privacy Notice**

This privacy notice explains how Ards and North Down Borough Council, (as a Data Controller), collects, uses and protects personal data that it holds.

Your personal data - what is it?

Personal data is any data that identifies or relates to a living individual. Identification can be through the information alone or in conjunction with any other information in the Council's possession or likely to come into its possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR) 2016 and the Data Protection Act (DPA) 2018 and the principles set out in them.

Who are we?

Ards and North Down Borough Council is the data controller for the purposes of this notice. This means it decides how your personal data is processed and for what purposes. More information about Council services can be found on this website.

How does the Council process your personal data?

The Council complies with its obligations under the GDPR, and the principles of the DPA, by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Under the DPA and GDPR, the Council has a legal duty to protect any personal data it collects. It will take all reasonable steps, including using technologies, to safeguard your data and keep strict security standards to prevent any unauthorised access to it.

What is the legal basis for processing your personal data?

The purposes for which the Council is processing your personal data will determine the legal basis for processing. Generally, the legal basis for processing by the Council as a public authority will be:

To perform a function or provide a service required by statute (Article 6 (1) (e) GDPR)

To comply with a legal obligation (Article 6 (1) (C) GDPR)

Where the processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract (Article 1(b) GDPR)

Where disclosure is in the vital interests of yourself or another person (Article 6 (1) (d) GDPR)

With your explicit consent (Articles 6 (1) (a) and 9 (2) (a) GDPR)

In addition, the Council may process your personal information where it is in your legitimate interests, however, this does not apply where the processing relates to the Council's statutory functions.

Where the purpose for processing your personal data has changed, you will be contacted and you will, where applicable, be advised at the point of collection or within one month of the Council receiving information, of the legal basis for the processing of your personal information.

In certain circumstances you may be able to withdraw your consent to processing. Please contact the Council's Data Protection Officer (contact details provided below), who will explain if your consent can or cannot be withdrawn.

Sharing your personal data

Depending on the purpose for which your personal data was originally obtained, and the use to which it is to be put, it may be shared with other organisations. Personal data may be shared, where necessary, with other organisations that provide services on our behalf, for example, contractors who print and post events brochures.

In such cases, the personal data provided to that party is only the minimum necessary to enable them to provide services to you.

In most cases the Council will not disclose your personal data without your consent, however there may be statutory or regulatory circumstances when your consent is not required.

How long do we keep your personal data?

The Council will only keep your personal data for as long as is necessary and for the purpose for which it is being processed, unless there is a legitimate reason for keeping it longer, for example, any legal requirement to keep data for a set time period. Where the Council does not need to continue to process your personal data, it will be securely destroyed, in line with the Council's Retention and Disposal Schedule.

Your rights and your personal data

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data to:

- request a copy of the personal data which is held about you
- request that the Council corrects any personal data if it is found to be inaccurate or out of date
- request that your personal data be erased where it is no longer necessary for the Council to retain such data
- withdraw your consent to the processing
- request that the Council provides you with your personal data or ask that it be forwarded directly to another controller
- request that a restriction be placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data
- object to the processing of personal data (where applicable)
- lodge a complaint with the ICO
- You can access the personal information that is held about you by submitting a Subject Access Request (SAR) to the Council. This request must be in writing and clearly specify the information you require and be made to the Data Protection Officer (contact details below).
- [dataprotection@ardsandnorthdown.gov.uk](mailto:dataprotection@ardsandnorthdown.gov.uk)