



## Keep + Programme Privacy Notice

**Who are we?** The KEEP+ programme is administered by ARU on behalf of the Ministry for Housing, Communities and Local Government.

**For what purpose do we use your data?** The information we obtain from you is for the purpose of establishing your eligibility to proceed with the KEEP+ Programme. If you fail to provide all the information you may not be able to avail of all the support available nor move forward with the application process.

**What is the legal justification?** You freely provide us with your personal data. If you don't provide your personal data we cannot contact you in pursuit of taking forward the KEEP+ application processes. The legal basis for processing your personal data is in support of entering into a contract.

**What information do we collect about you?** Name, contact details, business details and general supporting information regarding your eligibility to access the KEEP+ Programme.

**To whom do we disclose your information?** The data is disclosed to ARU staff, MHCLG, MHCLG's auditors and the European Commission.

**How long do we keep your information?**

[All relevant documentation is retained to the 31<sup>st</sup> December 2033, as currently required by European Commission funding requirements and KEEP+ Grant Agreement with MHCLG.

**How do we secure your information?** The University is committed to holding your data securely and uses information security best practice to transmit personal data. Data is held in accordance with the University's Information Security Guidelines.

**Contact details of the service** – If you need to contact us, change information or choose to opt out please email [carole.randall@anglia.ac.uk](mailto:carole.randall@anglia.ac.uk) or call 01245 684310

**ARU Data Protection Officer:** can be contacted at: [dpo@anglia.ac.uk](mailto:dpo@anglia.ac.uk)

**Your rights** – You have the following rights for your personal data: to withdraw consent at any time; to lodge a complaint with the Information Commissioner's Office Helpline 0303 123 1113 or [www.ico.org.uk](http://www.ico.org.uk) ; request a copy of your data from us; to request us to cease processing if you suffer damage or distress; to correct the data; to request us to erase your data; to restrict our data processing activities; request us to stop any direct marketing activities to you.

**Further information** on how your personal data is used can be obtained from <https://www.anglia.ac.uk/privacy-and-cookies>

**April 2018**