



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 31st 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 or call 01245 684310

ARU Data Protection Officer: can be contacted at: 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 ; 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>

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