

Privacy Notice for The National Lottery Community Fund Impact Report

You have been invited to take part in research for The National Lottery Community Fund (TNLCF) by either **GC Insight**, www.gcinsight.co.uk, or its evaluation partner: **CAG Consultants**, www.cagconsultants.co.uk. Before you agree to take part, we want you to know exactly how your personal data is going to be used.

This Privacy Notice should give you all the information you need to help you to decide if you want to take part in the research. If you would like to find out more, there are details at the end of this document about how to get in touch, and we would be happy to help.

What is this about?

The National Lottery Community Fund (TNLCF) awards National Lottery funded grants to organisations across the United Kingdom. GC Insight has been commissioned to undertake research to help The Fund to understand how grants have been used and the difference that funding has made to grant holder organisations and their beneficiaries. The Fund is also interested in understanding the impact of recent changes to the funding threshold for its Awards for All grants (from £10,000 to £20,000). Results from the research will provide evidence about how well The Fund has achieved its aims and will be used to help The Fund plan future work.

The research will involve:

- Inviting organisations whose grants ended between 1st April 2024 – 31st March 2025 to participate in a short survey about the resources used to deliver the project, who the project benefitted, how many people benefitted from it, and what the benefits were. The survey may either be online (web based) or a telephone survey.
- Inviting a small number of organisations who held an Awards for All grant either between 1st November 2022 to end of October 2023, or 1st March 2024 to 31st December 2024 to participate in a qualitative interview. These interviews will explore the impact of changes to the Awards for All grant threshold on project delivery, project achievements, and on the development of the organisation itself.

You may be invited to participate in one or both of the above elements of the research.

What will it involve?

Email invitations will be sent out to invite participation in the online survey. The survey should take approximately 15 minutes to complete. If we invite you to complete an online survey and you do not complete it, we may telephone you to see if you would prefer to take part in a short telephone interview instead. If you would, one of our researchers will call you at a time convenient to you to conduct the telephone survey. The telephone survey should last approximate 30 minutes.

For those invited to take part in the qualitative interviews regarding Awards for All grants, these will be arranged and conducted by CAG Consultants, GC Insight's evaluation partner. The interviews will be conducted via Microsoft Teams and should last approximately 30 minutes.

Please note, you DO NOT HAVE to take part in any element of the research. It is completely up to you whether you do or not, and refusal to take part will not bias any future interactions with the Fund. If you decide at any time to change your mind about taking part after initially agreeing, you can do so without giving a reason.

Which organisations are involved in the research?



The National Lottery Community Fund is a public body with a statutory duty to distribute National Lottery and other funds for good causes. TNLCF has commissioned this research.



The independent consultancy asked by TNLCF to undertake this research on their behalf so that TNLCF can understand how well National Lottery funding and grants have been used.



The research partner of GC Insight who are supporting GC Insight and delivering the qualitative element of the research.

What information will you have about me?

Ahead of asking you to take part in the research, The National Lottery Community Fund have provided us with details of relevant grant holders, including contact details (names, roles, organisation, telephone numbers, email addresses and specific communication needs/preferences) and details about the most recent grant awarded (amount and purpose).

If you choose to take part in the research, we will collect additional information from you relating to your experiences, thoughts and opinions. For example, we will ask how you used the grant, what difference (if any) it made to your organisation, and your opinions on the change in Awards for All threshold (if this applies to you).

How will my information be stored?

Only The National Lottery Community Fund and the people employed in the research teams at GC Insight and CAG Consultants will be able to see your personal data, including your thoughts and opinions shared with us.

Once we have collated your survey/interview responses, we will:

- Analyse **all data** and produce a findings report which will be submitted to The Fund. The findings report will combine responses together, and whilst we may include anonymised quotes, no individual grant holder will be able to be identified in the report. As part of the report however, we may produce case studies. If we do, the case study will include the name of the organisation and other identifying information. Any grant holders invited to be case studies will be expressly asked for their interest in becoming a case study and their consent specifically sought.
- Provide electronic transcripts of the **qualitative interviews** to The Fund. These transcripts will be anonymised. This means The Fund will be able to see the personal data you have shared with us (for example your thoughts on the difference the grant has made to your organisation) however, they will not know who has said it.
- Compile a dataset of all **online and telephone survey** responses (including how you have used the grant awarded to you). This data set will include personal identifiers (such as your name and organisation) and will be provided to TNLCF.

Our digital systems and internal processes comply with GDPR and other data processing regulations..

Your personal data will be kept for no more than six months after we have finished the project. At the moment, we expect this to be August 2026. If you choose to opt out part way through the research we will retain your data in line with this privacy notice. If you exercise your right to be forgotten, then we delete all your data immediately.

What can I do if I'm not happy with how my information is being used?

At any point, you can choose to not take part in the research, or for your information to be shown to you, changed or deleted. If you want to make a complaint about how your information is being stored or used, you can contact:



0161 528 1660 or dataprotection@gcinsight.co.uk

0303 123 1113 <https://ico.org.uk>

Is there any other information I might need to know?

Because we are looking after your personal data, there are certain laws that we need to obey, and certain things that we need to share with you.

Laws and codes	We follow the UK General Data Protection Regulation (GDPR) and the Data Protection Act (2018). Data protection: The UK's data protection legislation - GOV.UK
Data controller and data processor	The data controller for your personal data for data protection purposes is The National Lottery Community Fund. The data processors are GC Insight and CAG Consultants.

What is 'personal data'?	Personal data is defined under the General Data Protection Regulation (GDPR) as "any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier".
Lawful basis for processing	Under the UK GDPR, the lawful bases we are relying on for processing your data are: Public Task – some of your personal data has been shared with us under the lawful basis of 'public task' – as The National Lottery Community Fund is a public body with a statutory duty to distribute National Lottery and other funds for good causes. The National Lottery Community Fund processes personal data as a necessary part of exercising this official authority vested in them, including for evaluation and learning activity. This is further detailed under The National Lottery Fund's privacy notice for grant making activities: Data protection and privacy notice The National Lottery Community Fund Consent – the information you share with us when you participate in the interviews is done so under the legal basis of 'consent'. This means that you have told us that you are happy to share this information with us.
Where your data is stored	All of the information we have about you, or we collect during the feedback group will be kept in either the UK or the European Union. Your data will be stored in restricted access folders on our secure servers.
Important details about GC Insight	• Our address: Lee House, 90 Great Bridgewater Street, Manchester, M1 5JW • Our phone number: 0161 528 1660 • Our email address: enquiries@gcinsight.co.uk • Our company number: 3162288 • We are registered with the Information Commissioner's Office and our number is: ZB696723
Who else might have access to your personal data	We may have to share your personal data with: • Third party service providers that provide the necessary IT systems and software for us to be able to work.