

Privacy Notice – Covid-19 Support Grants

Our Commitment to Your Privacy

As part of our commitment to protecting your information, we have updated our Privacy Notice to explain how we collect, store and handle your personal data.

We have always been careful to protect your information, but this is part of our ongoing commitment to be transparent about how we use your information and keep it safe. This will also give you more clarity over how your information is being managed.

Through our privacy notice, we have addressed the new standards introduced by the European data protection law, known as the General Data Protection Regulation (GDPR), and the Data Protection Act 2018.

Who we are

North Kesteven District Council is registered with the Information Commissioner's Office (ICO) as a 'data controller' under Z5680267. Much of the data we collect relates to your business and, as such, does not always constitute personal data. However, for businesses, such as sole traders and those operating from residential addresses, we recognise that some business information may also constitute personal data and, as such, we list here for completeness all of the information we will collect from you and process as part of your application (even though not all of this information is subject to the provisions afforded under the Data Protection Act 2018 or the General Data Protection Regulations).

If you apply for a grant under the Government's Local Restrictions Framework, including any addendums to that scheme in connection with national lockdown restrictions, we will need to process your personal information in order to assess your application so that we can:

- Ensure the business is eligible for financial support
- Confirm account validity
- Confirm your identity
- Make payments of the awards
- Send reports to Government departments
- Detect and prevent fraud and error
- Make sure public money is used correctly.

What information do we collect

We will collect and process the following personal information:

- Full name
- Email address
- Mobile and/or home telephone number

- Bank account details (including latest bank statement, account number and sort code, individual bank transactions which may include personal details)
- Customer income and expenditure receipts, which may include personal details
- Rental/lease agreements
- Non-domestic rate account number
- Council Tax reference number in terms of discretionary grant applications
- HMRC tax reference and latest assessment return
- Companies House Number
- National insurance Number
- VAT registration number
- Business name, trading premises, nature of business and contact details
- Evidence of state aid compliance.

However, this list is not exhaustive, and we may obtain other information in order to correctly assess your eligibility for a grant under the Local Restrictions Framework, including any addendums to that scheme in connection with national lockdown restrictions.

As the personal information collected is provided directly by you, under the GDPR, the lawful bases we rely on for processing your personal information are:

- GDPR Article 6(1)(c) – Perform a function we are required by law to carry out (we are collecting personal information to process your application for a Business Support Grant).
- GDPR Article 6(1)(e) – Performance of a task in the public interest (to process payment of a mandatory grant entitlement for your business premises under the above scheme).

Why we collect your data

We collect your data in order to assess your application. If you are not able to provide some, or all of the information, the Council will be unable to make a correct assessment of your eligibility for a grant under the Local Restrictions Framework (including any addendums to that scheme in connection with national lockdown restrictions), and therefore unable to make a payment.

How we collect your data

We will collect the personal information directly from yourselves in relation to your application for a grant under the Local Restrictions Framework, including any addendums to that scheme in connection with national lockdown restrictions.

When we'll share your data

We will share this data with Government departments and other public bodies, for example, Department for Work and Pensions; Home Office; Department for Business, Energy and Industrial Strategy; and Ministry for Housing, Communities and Local Government.

We may share your information with the HM Revenues and Customs (HMRC) in relation to any payments we make, because grant income received by a business is taxable, therefore this grant will need to be included as income in the tax return of the business. Only businesses which make an overall profit once grant income is included will be subject to tax.

The Council is required by law to protect the public funds it administers and to prevent and detect fraud in all areas of the Council's work. Where we suspect fraud, we may share information with a Government agency, who investigate any suspected fraud. We may also share data with the National Fraud Initiative in respect of post assurance work.

In addition, this information will be shared between Departments within North Kesteven District Council so that they can carry out their statutory roles and support our service.

Should we pass your information to organisations relevant to the grant programme, we will ensure they meet the standards of the General Data Protection Regulations and the Data Protection Act 2018 and will be covered by a legal basis allowing them to collect, process and share your personal information.

Sometimes we have a legal duty to provide personal information to other organisations or if there is a good reason that is more important than protecting your privacy. This does not happen often, but we may share your information with the Police Authority for the prevention and detection of crime, for example.

We do not sell your personal information to anyone outside of North Kesteven District Council and will never share your information for marketing purposes.

We do not transfer any of your personal information outside the European Economic Area (EEA).

Know your rights

You are legally entitled to request access to any information we hold about you, and a copy of it. We try to ensure that any information we hold about you is accurate and you have the right to ask us to correct this if it is found to be incorrect.

You have a right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to continue to hold and process information to comply with a legal requirement.

In addition, the information you provided will not be used to make automated decisions.

If you want to contact us with regards to your rights, please contact dataprotection@n-kesteven.gov.uk

How do we protect your information

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Examples of our security include encryption, meaning that information is hidden and cannot be read without certain knowledge, such as a password. In addition, we control access to systems and networks, which allows us to stop people who are not allowed to view your personal information from getting access to it.

How long do we keep your information

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected. There is usually a legal reason for keeping your personal information for a set period of time. Successful funding application(s) and supporting information (including assessments and personal information) will be retained for seven years in order to comply with financial regulations. Following the expiry of this timescale, the information will be securely disposed of. Unsuccessful, withdrawn or ineligible funding application(s) and supporting information (including assessments and personal information) will be securely disposed of following the end of the funding period. In addition, we have retention schedules in place to ensure that information is only held for as long as it is needed.

Where can I get advice and/or make a complaint

If you have any concerns or questions, or would like to make a complaint, regarding data protection matters, please contact our Data Protection Officer at dataprotection@n-kesteven.gov.uk or by calling 01529 414155.

For independent advice and/or to make a complaint about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email icocasework@ico.org.uk