

## **Privacy Notice – Household Support Fund – Lincolnshire’s District Councils Scheme**

### **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 standards introduced by the UK General Data Protection Regulation (UK 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. This privacy notice relates to the Household Support Fund, which aims to provide support to vulnerable households in most need of support this winter. The funding has been made available by the Department for Work and Pensions and is being distributed by Lincolnshire County Council and, for a particular element of this funding, through Lincolnshire’s District Councils.

### **How to make an application**

Specified professionals supporting Lincolnshire residents can make a referral on your behalf if you are struggling with the cost of household essentials. Reasons for eligible referrals include, but are not limited to, evidence of unmanageable debt, bereavement, poor physical or mental health, relationship breakdown, struggling with household bills, victim of domestic abuse, recently homeless or rough sleeping. Referrers are required to be satisfied that they have seen evidence of your needs.

Referrers can make an application on your behalf for the following funds:

- £100 shopping voucher (if adult only household)
- £200 shopping voucher (if children in household)
- £100 utility payment direct to supplier
- £200 cash voucher towards oil/gas (off main grid households only)
- £100 cash voucher for essentials.

### **Will you receive funding?**

- Applicants must be Lincolnshire residents over aged 18 years old
- Applications are limited to one per calendar month per household
- Each application is capped at £400

- This scheme is not linked to benefit eligibility, employment or immigration status
- All funding will be processed and paid at the discretion of City of Lincoln Council/North Kesteven District Council.

### **What information do we collect**

City of Lincoln Council and North Kesteven District Council are joint data controllers for the purposes of the support fund when it processes your personal data, including receiving this from the (online applications) referring organisation or from its own internal Council departments.

To facilitate the payments of the funding we will provide your contact details (name and address) to a company called Charis Grants who will then become the data controller of your information and will share this with any third party whose products are being purchased by you through their website.

Charis Grants privacy notice is available at: <https://www.charisgrants.com/privacy-policy/>

Personal data is needed for the referring organisation to establish potential eligibility and make the appropriate referral(s) and, without such data, residents will not be able to access the support fund.

Once your personal data (contact details only) has been passed to Charis Grants this will be used by them to facilitate the payment of the funding through your purchases on their website. Charis Grants will then share your contact details with any third party whose products you are purchasing.

### **Why we collect your data**

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

- GDPR Article 6 (e) – The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

When we collect special category data, we also rely on the following lawful basis:

- GDPR Article 9(2)(i) – the processing is necessary for reasons of substantial public interest, on the basis of Union or UK law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide suitable and specific measures to safeguard the fundamental rights and interests of the data subject (for example, information relating to health conditions).

District Councils may exercise the official authority provided to them by Section 1 of the Localism Act 2011 in meeting statutory functions in relation to the delivery of public health services.

### **When we'll share your data**

Your personal data will be shared by the referrer with us, and we will share your limited contact details with Charis Grants. Charis Grants will then share your contact details only with the third party whose products you purchase through their website.

North Kesteven District Council has entered into a Data Sharing Agreement with the New Life Centre in Sleaford for the purpose of delivering part of the funding. Your name and address will be shared with the New Life Centre in Sleaford to prevent the same household claiming multiple times under the singular application process.

The New Life Centre's privacy notice is available at: [Privacy — New Life Church \(nlcm.org.uk\)](https://www.nlcm.org.uk/privacy)

We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except where we are required to disclose your personal data in accordance with legislation, for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of yourself or another.

Your personal data is not routinely transferred outside the UK, but it is possible that Charis Grant may need to pass your data to organisations, who might be owned by a company registered in another country or store your data in another country. In these circumstances it is for the receiving organisation as data controller to protect your personal data.

### **Know your rights**

You have many rights regarding your personal data, which include seeing what personal information we hold about you. In addition, you can ask us to correct inaccuracies and restrict the personal information we hold. 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.

If you want to contact us with regards to your rights, please contact [dataprotection@n-kesteven.gov.uk](mailto: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 personal information.

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

The data we hold in relation to the scheme for six years from completion of the case in accordance with the Limitation Act 1980.

## **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](mailto: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](http://ico.org.uk) or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)