



Coronavirus – Covid 19 Business Support Grants Privacy Notice

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative; Service Manager: Business & Transactional Services. Contact details:

Telephone: 01924 305578

Email: athackray@wakefield.gov.uk

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

You are giving us your personal information to enable the council to determine whether your business is eligible to receive funding from Business Support Grants provided as a response to Government measures resulting from Coronavirus: COVID-19. We will use your information to verify your identity where required, and contact you by post, e-mail or telephone and to maintain our records.

We have obtained your personal data from your online grant application submitted through the Council's website;-

Name

Address

Contact details;- e-mail and telephone number

Bank Account details

Date of Birth

We will use your information to assess your application for grant. If you do not provide the required information we request from you it may delay or prevent the processing of your application, and any eligible grant may be withheld.

The Council are required by law to protect the public funds we administer, and may use your information for the prevention and detection of crime – including fraud and money laundering. We are also legally obliged to share certain data with other public bodies, such as HMRC, and will do so where the law requires this.

We will also comply with requests to share information with other bodies that are responsible for auditing or administering public funds where this is necessary and appropriate, including the Cabinet Office and HMRC. The Cabinet Office requires councils to participate in data matching exercises to assist in the prevention and detection of fraud.

We may confirm information about you and your account from credit referencing agencies to confirm account validity and your identity. If you provide false or inaccurate information, we will record this. We and other fraud prevention agencies may use and search these records to prevent fraud and money laundering.

To enable us to provide our service to you we may share your information with other Council services in order to ensure our records are accurate and up-to-date, to improve the standard of services we deliver, and to perform our statutory duties.

The Council sometimes works with third parties to deliver certain services or carry out statutory function on our behalf. Where this is the case, we may share your personal information with these third parties for any of the purposes as outlined in the above. We will always ensure your information is kept secure, only used for these purposes and not disclosed further unless required by law.

If there is an overpayment of grant, or the grant application is found to be erroneous or fraudulent, the Council will be obliged to recover the overpayment from you. We will always try to contact you first to make a formal arrangement to recover any overpayment. Where this is unsuccessful, we may pass your information onto debt recovery agents to enforce any collection of money not repaid.

Your personal data will be treated with the strictest confidence, and will only be accessible to those who need to access it for the above purposes. We have a data protection programme in place to oversee the effective and secure processing of your personal information, and have appropriate technical safeguards to keep your information secure.

3. What authority does the Council have to collect and use this information?

The legal basis we rely on to process your personal data is GDPR Article 6.1(a) processing is necessary for the performance of a contract with you, or to take steps to enter into a contract with you, and (e) 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. We will not be able to process your grant application without the personal data you provide to us.

4. How long will we keep your data?

We will only keep your personal information for the minimum period of time necessary. Presently the council understands the information held with respect to grant disbursements detailed in section 2 are required to be kept for a period of 10 years, after which time it will be deleted from our systems. The Government have specifically stipulated that details of business grant payments made must be retained for this period of time.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Automated Decision Making

You have a right to not be subject to a decision based solely on automated processing.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

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

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Transfer of data outside the EU

We will not send or store your data abroad.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.