



## Gigabit Voucher Scheme 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](mailto: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. Contact details:

Service Director for Technology & Digital Transformation

Telephone: 01924 305 444 (helpdesk number)

Email: The Management Support Team on [ICTMgmtSupp@wakefield.gov.uk](mailto:ICTMgmtSupp@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](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

The Technology and Digital Transformation service needs to collect the following specific personal information:

- Name and contact details of the applicant (email address and/or postal address)
- Telephone number of the applicant.
- Nature of the applicants employment details
- If your application is successful we will need to collect Bank Account details so that we may pay the voucher as appropriate.

We use this information to:

- Enable us to determine whether your business is eligible to receive funding from the Gigabit Voucher Scheme project.
- Verify your identity where required, enabling us to contact you by post, e-mail or telephone and to maintain our records.

- Appraise the application's robustness against Gigabit Voucher Scheme criteria and ensure eligibility;
- Contact the applicant to seek clarification or request further information;
- Contact the applicant to confirm receipt of the application and provide updates;
- Confirm that an applicant has a dedicated bank account suitable for the receipt of public funds;
- Transfer scheme payments to the applicants dedicated bank account subject to panel decisions.
- Monitor and evaluate the effectiveness and impact of the Gigabit Voucher Scheme.
- Publicise user stories to illustrate how the scheme has impacted upon businesses/residents locally.

To enable us to provide our service to you we will share your information with:

- Panel Members responsible for making grant funding decisions
- Wakefield Council Finance Team for making payments to successful applicant
- West Yorkshire Combined Authority if required

The information provided on the application form may be shared with the Police, Department of Work and Pensions, HMRC, Cabinet Office, the Serious Fraud Office and Border Control for the purposes of preventing and detecting crime. Should you decide not to provide any of the information we request from you we would not be able to accept your application.

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

Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

We process your information on the basis that it is necessary for the performance of a task (i.e. the operation of the Scheme) carried out in the public interest. Your personal data may be processed for statistical analysis that may be published on an anonymous basis, for example in the form of location maps (or other types of graphical or literary representation).

Where we publicise user stories as listed in section 2 above, we request the explicit consent of individuals/ businesses.

### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 10 years after which time it will be deleted from our systems. The reason for keeping information for this period of time is we are required to keep records about who benefits from vouchers for this period.

### **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 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. 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.