



Northumberland County Council

Local Restrictions Support Grants Privacy Notice

How we handle your information

This Privacy Notice is designed to help you understand how Northumberland County Council as a registered Data Controller with the Information Commissioner's Office (ICO) will handle your personal information. It will outline why we ask for your personal information, detail the information we hold, how it is used, in what circumstances it is shared (and with whom) and how long it is kept for. It will also detail how you can exercise your rights under UK Data Protection Legislation (which includes the General Data Protection Regulations, known as 'GDPR').

Why do we ask for your personal information?

The Government has established a series of support grants under its local restrictions framework for businesses within Local Covid Alert Levels Tier 2 and Tier 3. An addendum was added to this framework of a restriction support grant to cover the national lockdown periods. Further information about this is available [here](#).

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. Without this information the council is unable to make a correct assessment of your eligibility for a grant under the Local Restrictions Framework, and therefore unable to make a payment.

If you apply for a grant under the Government's National and Local Restrictions Framework including any addendums to that scheme in connection with national lockdown restrictions, Northumberland County Council will need to process your personal data in order to:

- ensure the business is eligible for financial support
- confirm account validity
- confirm your eligibility
- make payments of the grant
- send reports to Government departments
- detect and prevent fraud and error
- make sure public money is used correctly
- provide information to the council's Environmental Health department in supporting businesses to be compliant to the Government's COVID-19 health protection regulations
- to ensure the council's business rates records are correct

Northumberland County Council are the data controller for the purposes of assessing eligibility, administering and making payments under the Local Restrictions Framework including any addendums to that scheme in connection with national lockdown restrictions.

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.



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What information do we hold?

We will collect and process the following personal information (this list is not exhaustive, and we may obtain other information that we require 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.

- Full name
- Email address
- Mobile and/or home telephone number
- Bank account details (including latest bank statement account name, 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
- Business name, trading premises, nature of business and contact details
- Evidence of state aid compliance
- Business loan statements
- Insurance policies

How does the law allow us to use your personal information?

We must have a legal basis to process your personal data. Our lawful basis in the processing of your data is:

- GDPR Article 6(1)(c) - processing is necessary to comply with the law
- GDPR Article 6(1)(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
- GDPR Article 9(2)(b) - provides the council with the lawful basis for processing special category (sensitive) data: ‘processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to the Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.’
- GDPR Article 9(2)(g) - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State 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 the interests of the data subject.
- GDPR Article 9(2)(i) - processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare;



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How long do you keep my information for?

We will only keep your personal data for as long as it is needed for the purposes of the COVID-19 emergency, and for audit and payment purposes.

Who will you share my information with?

Government departments and other public bodies e.g. Department for Work and Pensions, Department for Business, Energy & Industrial Strategy & Ministry for Housing, Communities and Local Government.

Other council teams so they can carry out their statutory roles and support our service e.g. business rates, environmental services, legal services, and planning teams.

We will share data with the National Fraud Initiative in respect of post assurance work.

This data will not be shared with any further organisations outside of Northumberland County Council for any other purpose. The Council is however 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 the National Fraud Initiative and National Investigations Service and the Council's Counter Fraud Team who investigate any suspected fraud.

We may have to share your information with 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.

Information will be processed and shared within the UK only.

Can I request a copy of my records?

You can request what information the Council holds about you. If you wish to see a copy of your records you should submit a Subject Access Request which is available through our website or by contacting the Information Governance Office. Under the GDPR, subject to any applicable exemptions, you are entitled to receive a copy of your records free of charge, within a month

Do I have Other Rights?

Data Protection legislation gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office



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10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this notice, please tell us. Please contact the Data Protection Officer: informationgovernance@northumberland.gov.uk

You also have the right to complain to the Information Commissioner's Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
Email: casework@ico.org.uk