



Northumberland County Council

Self-Isolation Payment 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?

On 28 September 2020, the Government passed into law a national Test and Trace Support scheme. From 12 October, a one-off payment of £500 or access to a discretionary fund will be available for eligible individuals. Further information about this scheme is available [here](#).

If you apply, we will need to process your personal data to assess whether you are eligible to receive financial support, and if so, to provide a payment to you. This Privacy Notice sets out what personal data we will use, how we will use it, and why we need to, when an applicant applies for this support.

The Department of Health and Social Care (DHSC) has commissioned NHS Test and Trace on behalf of the government and is the data controller for the purposes of providing Test and Trace data to Northumberland County Council

Northumberland County Council are the data controller for the purposes of assessing eligibility, administering and making payments under the Test and Trace Support scheme.

If you have been told by the NHS to self-isolate, either because you have tested positive for COVID-19 or you have been in contact with someone who has tested positive, you may be entitled to some financial support during your self-isolation period.

People who are eligible will receive -

- A £500 one-off Test and Trace Support payment or provision from the discretionary fund to remain at home to help stop the spread of the virus.

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.

What information do we hold?

We collect and process the personal data that you provide to us when completing your application for a self-isolation support payment, which may include:

- Full name;
- Full residential address;
- Email address;
- Mobile telephone number;
- Home telephone number;



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- Proxy applicant details (as above where you may nominate someone else to complete this application on your behalf);
- Employer name and address;
- NHS notification number (the unique reference you will be given by NHS Test and Trace Service to self-isolate);
- Bank account details;
- Your National Insurance Number;
- Proof of self-employment e.g. recent business bank statement (within the last two months), most recent set of accounts or evidence of self-assessment
- Proof of Immigration Status if you do not have recourse to public funds.

We will obtain data from the NHS Test and Trace Service to confirm that you have either tested positive for COVID-19 or you have been in close contact with someone who has tested positive for COVID-19. As this data is related to your health it is referred to as 'special category data'.

You or your nominated representative will also provide us with additional personal data in relation to your application for a Self-Isolation Payment.

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 that we'll undertake in assessing your eligibility for, and in making any self-isolation payment to you, is based on a legal obligation.

Where we use personal information to confirm that someone is eligible for a self-isolation payment, the sections of the law that apply are:

- 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)(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;
- Data Protection Act 2018 Schedule 1 Part 1 (2) - health or social care purposes

Separately, we have special permission from the Secretary of State for Health and Social Care to use confidential patient information without people's consent for the purposes of diagnosing, recognising trends, controlling and preventing, and monitoring and managing communicable diseases and other risks to public health.

This is known as a 'section 251' approval and includes, for example, using your test results if you test positive for COVID-19 to start the contact-tracing process.

The part of the law that applies here is section 251 of the National Health Service Act 2006 and Regulation 3 of the associated Health Service (Control of Patient Information) Regulations 2002.

You can find more information on this via the NHS Contact Tracing Privacy Notice [here](#).



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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?

We will carry out checks with the NHS Test and Trace Service and the Department for Work and Pensions (DWP), for verification purposes, Her Majesty's Revenue and Customs (HMRC), for tax and National Insurance purposes, and potentially with your employer in validating your application.

We will provide information to HMRC in relation to any payments we make because Self-Isolation Payments are subject to tax and National Insurance contributions. If you are self-employed, you will need to declare the payment on your self-assessment tax return

Information relating to your application will also be sent to the DHSC to help understand public health implications, allow us to carry out anti-fraud checks and determine how well the scheme is performing.

If the Council suspects that you are not self-isolating when required to and you have taken receipt of the self-isolation payment, then we may also notify the Police.

We will not share this data with other organisations or individuals outside of Northumberland County Council for any other purpose.

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



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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