

Business Recovery Grant and Business Rates Relief Scheme

Privacy Notice

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The UK Data Privacy legislation, give individuals the right to be informed about how organisations use their personal data. This information is provided in the form of a Privacy Notice.

Newark and Sherwood District Council is registered as a Data Controller under the Data Protection Act 2018 (registration number: Z4973840).

Introduction

In response to Storm Babet the government announced support for businesses in eligible areas to help them recover from the impact of flooding. Part of this support is provided through **Business Recovery Grant** payments and **Business Rates relief** awards.

The type of personal information we collect

We collect and process the following information:

- identity of grant recipient.
- business name and contact details.
- unique identifier, for example national insurance number, unique taxpayer number, self-assessment number, VAT registration number.
- detail on business insurance policies; and
- details of grant provided and payment details.

Some businesses, sole traders and partnerships trade under an individual's name. In some cases, the trading name and business address and postcode may be considered personal data.

How we get the personal information and why we have it

The personal information we process is provided to us directly by you when you apply for either of the schemes. This information is required to verify your application and for the Council to make the payment of the grant or relief.

We also receive personal information indirectly, from other Council departments to verify your application for the scheme.

How we use the information

We use the information that you have given us for the purpose of verifying and administering the **Business Recovery Grant and the Business Rates Relief**. Your information will also be used for:

- monitoring the performance of the scheme.

- ensuring that grants and reliefs have been paid out or awarded in line with the eligibility and subsidy allowance conditions for the scheme.
- evaluating and reviewing the impact, performance and costs of the scheme.
- preventing and detecting payments in error and fraud, and taking action to mitigate the risk of loss in relation to fraud.

Who we may share your information with

We will share your information with other NSDC departments for the purpose of verifying and administering the scheme. These include but are not limited to; Finance and Revenues.

We may also share this information with Nottinghamshire County Council and Central Government departments.

The law we use to process your personal information

We need to process your data in order to ensure that the services we are providing meet our statutory and legal obligations, are fit for purpose, efficient and effective. Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, the lawful bases we rely on for processing this information are:

(c) We have a legal obligation.

(e) We need it to perform a public task.

How we store and how long we keep information about you

Your information is securely stored. If your application is unsuccessful your bank details will be removed without delay but within one calendar month. The remainder of the unsuccessful application will be retained for two years for reporting purposes. Successful applications and payment data will be retained for 6 years plus the current year.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances. We may not be able to agree to erasure, if this occurs we will explain why your request has not been actioned.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances. For example, if you think we are processing your data unlawfully, you can request that any processing is suspended whilst this is investigated.

- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at privacy@newark-sherwooddc.gov.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at privacy@newark-sherwooddc.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>