

Covid Business Rate Support Schemes - Privacy Notice

The Government has introduced a number of business rate support schemes to assist Hyndburn businesses that have been adversely affected by the Covid pandemic. These include the following (but there may be additional schemes in the coming months):

- a) The Local Restrictions Support Grant
- b) The Local Restrictions Support Grant Addendum
- c) The Local Restrictions Support Grant
- d) The Additional Restrictions Grant
- e) The Local Restrictions Support Grant

Some of these Support Grants have now been fully allocated and are no longer receiving applications – you will find information on the Council's website about which schemes are open for applications.

If you apply for financial support under such a scheme, we may need to process your personal data to assess whether you or your business 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.

Data Controller

Hyndburn Borough Council is the data controller for the purposes of assessing eligibility, administering and making payments under the various business rate support schemes.

Categories of personal data we collect and process

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

- Full name;
- Full residential address;
- Email address;
- Mobile telephone number;
- Home telephone number;
- Proxy applicant details (as above where you may nominate someone else to complete this application on your behalf);
- Employer name and address;
- Bank account details;
- Proof of income / earnings e.g. recent business bank statements, most recent set of accounts or evidence of self-assessment
- Companies House registration details (if applicable)#
- VAT registration details (if applicable)

- National insurance number

Source and categories of personal data

You or your nominated representative will provide us with personal data in relation to your application for a payment.

What we use your personal data for

We will carry out checks with Government Departments, such as the Department for Work and Pensions (DWP) and Her Majesty's Revenue and Customs (HMRC) in order to validate, assess and determine your application and to check for fraudulent applications.

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

Our lawful basis for processing the personal data

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 business rate support payment to you, is based on a legal obligation.

Where we use personal information to confirm that someone is eligible for a 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

Data Processors and other recipients of your data

These are the recipients with which your personal data is shared:

Her Majesty's Revenue and Customs (HMRC)

Government Departments such as the DWP and the Department for Business, Energy & Industrial Strategy (BEIS)

International Data Transfers and Storage

Hyndburn Borough Council does not transfer your personal data outside the UK, EEA or to third countries.

Personal data disposal and retention

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.

Cookies

Cookies are small text files that are placed on your browser. To see how we use cookies, please follow this [link](#).

Your rights as a data subject

By law, you have a number of rights as a data subject and this does not take away or reduce these rights. Your rights under the EU General Data Protection Regulation (2016/679) and the UK Data Protection Act 2018 applies.

All information is processed in accordance with Hyndburn Council's [data protection policy](#).
These rights are:

1. **Your right to get copies of your information** – you have the right to ask for a copy of any information about you that is used.
2. **Your right to get your information corrected** – you have the right to ask for any information held about you that you think is inaccurate, to be corrected
3. **Your right to limit how your information is used** – you have the right to ask for any of the information held about you to be restricted, for example, if you think inaccurate information is being used.
4. **Your right to object to your information being used** – you can ask for any information held about you to not be used. However, this is not an absolute right, and we may need to continue using your information, and we will tell you if this is the case.
5. **Your right to get information deleted** – this is not an absolute right, and we may need to continue to use your information, and we will tell you if this is the case.

If you are unhappy or wish to complain about how your personal data is used as part of this programme, you should contact Hyndburn Council in the first instance,

If you are still not satisfied, you can complain to the Information Commissioners Office. Their website address is www.ico.org.uk and their postal address is:

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

Security

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

Data Protection Officer

The Council's data protection officer is Ms Jane Ellis.

You may contact her in writing at:

Scaitcliffe House
Ormerod Street
Accrington
BB5 0PF.

Or by email at: DPO@hyndburnbc.gov.uk

Automated decision making or profiling

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.

Changes to our policy

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on our website. This privacy notice was last updated on 3rd December 2020.