

## **PRIVACY NOTICE**

### **Self-Isolation Support Grant**



### **How we use your information**

When you make an application for a Self-Isolation Support Grant (SISG), we will use your information to verify your identity and any supporting information provided in connection with your application. We will process your application and notify you of the decision we make. If your application is successful, we will ensure that a cash payment is made by BACS transfer to the correct individual by using the information you have provided. When appropriate we will help you access other Support Services.

### **Our legal basis**

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(e) of the General Data Protection Regulation (GDPR) because processing the data is a necessary for the Council to perform its official function of administering support claims and grants in accordance with such legislation as The Welfare Funds (Scotland) Act 2015, The Welfare Funds (Scotland) Regulations 2016 and the Public Health (Scotland) Act 2008.

Personal data that counts as 'special category data' such as health, ethnicity and religion, must satisfy extra conditions when processed. We understand that our legal basis in data protection law for processing this special category data to be Article 9(2)(g) of the GDPR as it is necessary for us to process some of your provided health data for reasons of substantial public interest (providing support grants).

### **Data provided by third parties**

To enable the SWF team to consider a SISG they will receive an application form completed by Grampian Coronavirus Assistance Hub (GCAH) containing your personal details. These personal details include; name, address, postcode, contact telephone number, self-isolation details (start/end date), Test & Protect Reference Number, date of birth, national insurance number, email address, employment/self employment details, benefit information and bank details.

As part of the application verification process, the SWF Team will verify benefit status with information provided by the Department of Work and Pensions (DWP) and held by the Council's Benefits Service. This information relates to benefit claims, employed/self-employed income data and benefit status.

### **Who we share your information with**

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date, which improves the standard of the services we deliver. It may also be shared with other relevant Council departments where applicable. In the case of SISG applications your personal data may be shared with third parties. These third parties include, but are not limited to, Scottish Government (SWF statistical data, National Insurance Number, Date of Birth).

The Council may also share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

## **How long the information is held for**

Your personal data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain personal data for on our website:

[http://www.moray.gov.uk/moray\\_standard/page\\_92820.html](http://www.moray.gov.uk/moray_standard/page_92820.html) (found on the Moray Council website under Section 5 of the Records Management Plan)

## **Your rights**

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. For more information about these rights please contact the Council's Data Protection Officer at [info@moray.gov.uk](mailto:info@moray.gov.uk).

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

### Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: [casework@ico.gov.uk](mailto:casework@ico.gov.uk)

Website: [www.ico.org.uk](http://www.ico.org.uk)