

## COVID-19 - BUSINESS SUPPORT GRANTS

Our core data protection obligations and commitments are set out in the Council's Corporate Privacy Notice and on our website at [Data Protection – Privacy Notice](#).

This notice provides additional privacy information for: applicants and recipients of payments made in relation to the COVID-19 pandemic.

### Purpose(s)

We process your personal information for the following purpose(s):

- To check eligibility for extraordinary payments throughout the COVID-19 outbreak
- To process and make payments to eligible applicants
- To audit eligibility and payments to safeguard against fraud
- To analyse payments for reporting purposes
- To undertake research at local and national levels.

### Categories of personal data

In order to carry out these purposes we collect and obtain the following categories of personal data:

- Name, address and contact details i.e. email address and phone numbers
- Proof of Identification
- Company details
- Bank details
- Bank Statements
- National insurance number
- Proof of self-employment

We will also collect further information about your business to enable us to check your eligibility for grant payments and safeguard against fraud. i.e. size, type of business and amount of grants to be paid.

### Legal basis for processing

The legal basis for processing your personal information is:

- 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
- You have given your consent

If you fail to provide certain information when requested, we may not be able to process your grant application.

### Information sharing/recipients

We may share personal information about you with the following organisations:

- Department of Health and Social Care
- Department of Business Energy and Industrial Strategy
- Cabinet Office
- National Fraud Initiative (NFI)
- Banks
- Other Government Departments
- HMRC for Tax and National Insurance purposes
- Your employer for verification checks
- Greater Manchester Combined Authority and Local Authorities for regional reporting
- Other Council services
- Other External Agencies (e.g. Credit Referencing Agencies)

### Data Transfers beyond European Economic Area (EEA)

We will not transfer any of your personal information outside the European Economic Area.

### **Data retention/criteria**

We will only keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years.

### **Your rights**

Information about exercising your rights can be found on the council's website [Exercising Your Individual Rights](#).

### **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**

You can contact the Council's Data Protection Officer at [information.governance@tameside.gov.uk](mailto:information.governance@tameside.gov.uk) or by calling 0161 342 8355.

### **Automated Decisions**

No automated decisions are made throughout this process.

### **Updates**

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details on our [Data Protection](#) page.