

## **Crisis and Resilience Fund Crisis Payments Privacy Notice**

Our core data protection obligations and commitments are set out in the [Council's Corporate Privacy Notice](#) and on our website on the [Access to Information](#) webpages.

This notice provides additional privacy information for applicants and recipients of payments made in relation to Crisis and Resilience Fund Crisis Payments.

### **Purpose(s)**

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

- To check eligibility for payments in relation to the Crisis Payment scheme;
  - To process and make payments to eligible applicants;
  - To check that payments have been made correctly and to prevent and detect fraud;
  - To produce statistics and reports about how the scheme is used;
  - To help us understand how effective the scheme is and improve future support.
- Where possible, we will use anonymised information for statistics and research so that individuals cannot be identified.

### **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;
- Date of Birth;
- National Insurance Number;
- Information about who lives in your household;
- Number of children adults in your household and their dates of birth;
- Proof of Identification;
- Household Income;
- Information about your energy and utility costs;
- Financial information (such as bank details, bank statements).

### **Sensitive Personal Information (Special Category Data)**

We may also collect special category personal data that may include:

- Information relating to disability or long-term health conditions (health information);
- Racial or ethnic origin (as part of our public sector equality duty).

## Lawful basis for processing

We collect and use your personal information because we need to carry out tasks that are in the public interest or as part of the Council's official functions or powers (public task) under UK GDPR Article 6(1)(e).

We may also collect and use sensitive personal information where this is necessary for:

- reasons of substantial public interest, where the law allows us to do so (UK GDPR Article 9(2)(g));
- social security or social protection purposes (UK GDPR Article 9(2)(b)).

If you fail to provide certain information that we ask for, we may not be able to assess your application or provide support through the Crisis and Resilience Fund.

Sometimes, we may need to share information to keep people safe or where a serious crime has been, or may be, committed. The law sets out when organisations can or must share information in these situations. This includes, but is not limited to, the Care Act 2014 and Section 17 of the Children Act 1989.

## Additional support referrals

If we identify that you may benefit from additional support beyond a Crisis and Resilience Fund payment, we may ask for your permission to refer you to other organisations that can help, such as Citizens Advice, debt advice services or other support providers.

We will only make a referral with your consent. Your decision to accept or decline a referral will not affect how we assess your application for a CRF payment and your application will continue to be considered by the Council as part of our public task as set out above.

## Where has your personal information come from?

We will obtain your information from:

- You or your representative;
- Other council departments (such as Housing Benefit and Council Tax);
- The Department for Work and Pensions (DWP), including information available through its Searchlight system.

## Who will we share your information with?

We may collect and share personal information about you with the following types of organisations:

- Other Tameside Metropolitan Borough Council Services (such as Council Tax and Housing Benefit departments);
- Central Government Departments (such as Department for Work and Pensions (DWP));
- Organisations that provide services on our behalf, such as charities/voluntary organisations or other commissioned partners (such as Hugg, who assist in delivering payments under the scheme);
- Other organisations that can provide support services, where you have agreed to a referral being made on your behalf (such as Citizen's Advice, debt advice services or other support providers).
- Safeguarding agencies and partnerships;
- Other Local Authorities.

### **How long we will keep your data for and why?**

Information relating to Crisis and Resilience Fund payments will be retained in accordance with the Council's retention schedule. We will only keep your information for as long as necessary to administer the scheme, meet legal requirements and prevent or detect fraud.

### **Transferring data outside the European Economic Area (EEA)**

Your personal information is not routinely transferred outside of the UK. If information needs to be transferred outside the UK, appropriate safeguards will be put in place to protect it.

### **Your rights**

You have a number of rights regarding your personal information, including the right to access information we hold about you. Information about exercising your rights can be found on the council's website [Exercising Your Individual Rights](#).

### **Security**

We take the security of your information seriously. We use appropriate technical and organisational measures to protect it from loss, misuse, and unauthorised access, disclosure, alteration or destruction.

### **Data Protection Officer**

If you have any questions or concerns about how we use your personal information, please contact the Data Protection Officer at [information.governance@tameside.gov.uk](mailto:information.governance@tameside.gov.uk) or by calling 0161 342 8355.

## **Automated Decisions**

For this service, all the decisions we make about you involve human intervention.

## **Updates to Privacy Notice**

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 [Find a Privacy Notice](#) page.