

## **Business Grants Privacy Notice**

The council is responsible for administering business grants based on government guidance, and for administering its own discretionary grant schemes. These schemes all generally require an initial application from businesses and individuals, and the provision of data in order to assess eligibility, pay grants and undertake post-payment work.

If you apply for a grant, we will need to process your personal data to assess whether you 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, why we need it and how we will use it.

### **Data Controller**

The Borough Council of King's Lynn & West Norfolk is the data controller for the purposes of assessing eligibility, administering and making payments under Business Grant schemes.

### **Business Grants**

The following are referred to under the term 'Business Grants'.

- Local Restrictions Support Grant and Additional Restrictions Grant (Discretionary Grant): Available in our area for the restriction periods starting on 5 November 2020 and ending on 31 March 2021. Businesses and traders can claim if they have been mandated to close under the coronavirus restrictions, or if they have been severely impacted because a business they supply has been instructed to close.
- Closed Business Lockdown Payments – a one-off top up grant for businesses also qualifying for the Local Restrictions Support Grant
- Restart Grants, Discretionary Restart Grants and Discretionary Lockdown Extension Grants available from 1 April 2021: These are a one-off grant paid to certain business sectors who will incur additional costs to ensure they re-open in a Covid secure manner and in accordance with the government's roadmap.
- Omicron Hospitality and Leisure Grants and Discretionary Omicron Hospitality and Leisure Grants – available from December 2021 for businesses affected by the reduction in indoors social mixing due to the spread of the Omicron variant, or for travel businesses affected by cancellations in foreign bookings due to Omicron

### **Categories of data we collect and process**

We collect and process the personal and business data that you provide to us when completing your application for a business grant. Only personal data is covered by a Privacy Notice – business data can be collected and shared without the need for a Privacy Notice. The personal data we will collect may include (but is not limited to):

- Full name;
- Full residential address;
- Email address;
- Mobile telephone number;
- Home telephone number;
- National Insurance Number;
- Business Trading Details;
- Sole Trader Accounts;
- Unique Taxpayer Reference number;

- Bank account details;
- Self-employment tax returns

### **Source and categories of personal data**

We will obtain data from the non-domestic rating system or council tax system to verify grant applications where applicable.

We will contact other government departments, including HMRC and DWP to verify your details. We may also contact other internal council departments and other councils to verify information, prevent and detect fraud.

We may search for and collect Open Source data to verify grant applications.

### **What we use your personal data for**

We will use your personal data to check and confirm details on your grant application form and pay your business grant if you are eligible.

We may use the personal data you provide for pre-and post-payment checks on your application to confirm your eligibility, confirm your payment details and to prevent and detect fraud.

We may cross reference your personal data with other council departments to validate your application, and to prevent and detect fraud and error.

Your personal data will be shared with other government departments for monitoring and evaluation purposes, counter-fraud activities and debt recovery. They may contact you for these purposes.

We will provide information to HMRC in relation to any payments we make because business grants are subject to tax. If you are self-employed, you will need to declare any business grant payments on your self-assessment tax return.

### **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 grant payment to you, is based on a legal obligation.

Where we use personal information to confirm that someone is eligible for a business grant, 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**

Your personal data will be shared with other government departments including:

- The Department for Business, Energy and Industrial Strategy (BEIS)
- Her Majesty's Revenue and Customs (HMRC)
- The Ministry of Housing, Communities and Local Government (MHCLG)
- Other government departments as required
- Private agencies for debt collection and fraud prevention purposes
- Other government departments if requested

## **International Data Transfers and Storage**

Personal data will not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data. 7.3 This policy applies to all personal data held by the Council

## **Personal data disposal and retention**

We will only keep your personal data for as long as it is needed for the purposes of the business grants, 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 [https://www.west-norfolk.gov.uk/info/20147/about\\_our\\_website/454/cookies](https://www.west-norfolk.gov.uk/info/20147/about_our_website/454/cookies)

## **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 the Borough Council of King's Lynn & West Norfolk's data protection policy available here [https://www.west-norfolk.gov.uk/info/20006/council\\_and\\_democracy/326/data\\_protection](https://www.west-norfolk.gov.uk/info/20006/council_and_democracy/326/data_protection)

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 the Borough Council of King's Lynn & West Norfolk 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](http://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 can be contacted at:

Data Protection Officer  
Borough Council of Kings Lynn and West Norfolk  
Kings Court  
Chapel Street  
Kings Lynn  
Norfolk  
PE30 1EX  
Telephone: 01553 616270  
Email: [Dataprotection@west-norfolk.gov.uk](mailto:Dataprotection@west-norfolk.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 24 January 2022.