

## **PRIVACY NOTICE FOR SMALL BUSINESS SUPPORT GRANTS**

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

### **Who are we?**

Business Rates and Financial Evaluation Teams - South Gloucestershire Council

### **Legal Basis for processing information:**

The lawful basis for processing your information is the positive action of applying for this grant, that is, giving your consent under GDPR Article 6 1 (a) and Article 9 2 (a), to the processing of those personal data for the purpose of receiving a grant payment.

### **Your Information**

This Privacy Information relates to any personal information we have collected from you, or a duly authorised member of your business, via your on-line digital application for a Small Business Support Grant.

You should be aware that the information you have provided contains confidential financial data regarding your business and is required for the assessment of your application for the small business support grant. We treat this data with the same levels of security that we use to protect sensitive personal data.

We have made sure we will use your information according to the UK Data Protection laws by establishing processing is necessary for compliance with a legal obligation to which the controller is subject.

South Gloucestershire Council is the data controller for the Small Business Support Grant and we have a legal obligation to process your financial information. We will not be able to assess any entitlement without the data you provide us with.

### **Type of information collected from you**

You should be aware that the information we collect in relation to the Small Business Support Grant enables the team to carry out its duty and functions, provide you with a service and continue to make service improvements. It includes (where relevant and / or appropriate):

- Business Name, this could be a person's name if you are a Sole Trader
- Business type/sector and use of property
- Number of employees
- Company registration number
- Charity number
- VAT registration number
- Business rate account number or Council Tax account number
- Lease, rental, license agreement or mortgage statement

- Details of premises occupied – address, terms, size of space occupied
- Photo ID of applicant who must be company director/ liable for party for lease agreement or named charity secretary
- Evidence of how the business has been detrimentally financially impacted by Covid 19, this could include a short statement supported by:
  - Income & Expenditure Accounts certified by an Accountant or Financial Advisers
  - Business Bank Statement; either three months from February to April and/or corresponding period from 2019
- Declaration as to State Aid
- Bank details for payment
- Email or correspondence address
- Declaration of accuracy and consent to use the data for wider verification

### **How we'll use your information**

We'll use your information to establish your eligibility for the grant and then to evaluate the information to calculate and award where appropriate a discretionary grant. We will use the contact information provided to confirm whether the application has been successful or not.

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

In order to provide the service you required we will share your information with the following:

- Other South Gloucestershire Council Teams

The Council may share your information with Central government, Government agencies and departments including Department for Works and Pensions (DWP) and Her Majesty's Revenues and Customs (HMRC), Home office, Law enforcement agencies, Fraud, Courts/tribunals, External auditors, other councils, where the law allows us.

### **How we store your information**

Your data is stored securely on our systems and accessed only by authorised officers of South Gloucestershire Council by using their own Username and Password all created in-line with pre-defined user credentials. Applications data, including any personal data is also held in electronic files on the Councils network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Unfortunately, the transmission of information via the internet is not completely secure. Although our on-line application portal uses strict procedures and security features to try to prevent unauthorised access, and any exchanges of information carried out once we are in receipt of your data will be done securely.

### **How long we'll keep your information**

We keep all records relating to the applications and disbursements of the grant for 6 years after the closure of the application. We may retain basic information about the service we provided to help us improve our services in the future.

## **Transferring your information overseas**

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

## **Your rights**

You have the right to access the personal information we hold about you. Most of the data included in your application is related to your business, which is not personal data, however, we recognise that Sole Trader information and the applicant photo ID is personal data. Any access requests are free of charge.

If the information we hold about you is inaccurate, you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to ask us to erase your personal data in certain circumstances ('right to be forgotten').

You have the right to ask us to stop or restrict the processing of your personal data, in certain circumstances. Where possible, we will seek to comply with your request, but we may need to hold or process information to comply with a legal requirement.

If you have any concerns or questions about how your personal information is handled please contact our Data Protection Officer at [DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk) or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.