

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to administer the Self-Isolation Payments scheme introduced by the government in response to the COVID19 pandemic.

Date of Issue: 9<sup>th</sup> October 2020

Update History:

Version 1	First issue of a new Privacy Notice
Version 1.1 13 April 2022	Minor amendment to contact details of the Data Protection Officer

Directorate: Resources  
Service: Legal and Strategic Support  
Team: Digital Services

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: Z6825178  
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:  
<http://info.westberks.gov.uk/dpofficer>

## What data will we collect about you?

We will only collect data relevant to your Track and Trace Support Payment application. This will include your:

- Name
- E-mail address
- Postal address
- Telephone number

- Details of any existing qualifying benefits
- NHS Track and Trace data (this will include your unique ID number)
- National Insurance Number
- Proof of employment (if you are self-employed this will include self-assessment returns, trading income and proof that your business delivers services which cannot be undertaken without social contact)
- Bank or Building Society details

### **What will we use your data for?**

If you have made a Track and Trace Support Payment application we will use your data to

- Determine your eligibility for the Trace and Trace Support Payment
- Contact you with the decisions or updates related to your application
- Issue the Track and Trace Support Payment to your nominated bank or Building Society account

### **Who will see your data?**

If you have made a Track and Trace Support Payment application, your data may be seen by members of staff from of the Revenues and Benefits, Digital Services, Finance and Property, Public Health and Customer Services teams of West Berkshire Council.

Your relevant data will be entered into Department of Work and Pensions (DWP) and NHS systems as part of the process for assessing your eligibility.

In cases of suspected fraud your information may be passed to the police to conduct an investigation; there may be other circumstances where the council is required by law to share data with third party agencies.

### **Your legal basis for Processing**

When you provide the data detailed above to the council with a view to applying for the self-isolation payment, the processing of your data then proceeds in order to test your eligibility and subsequently provide you with the funds you are eligible for.

As such, under the GDPR, the council is required to identify a legal basis for processing. In this case, your data is processed according to Article 6 (e) and Article 6 (f):

Article 6 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;”

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Article 6 f – “processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.”

However, no individual is obliged to make an application for a Self-Isolation payment. Should you decide you don't want to provide your data, this will naturally affect our ability to provide

you with the payment as the council will be unable to verify that you are eligible to receive it, or arrange for electronic transfer of the funds.

### **How long will your data will be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention) ).

### **How is your data stored and processed?**

Your data will be held on the Council's digital platform and will be protected using up-to-date technical and organisational security measures.

### **Transfer overseas**

Your data will not be stored or sent outside of the UK.

### **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest) ) that also allows you to make a request for us to take action about something.

### **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/> ), but you can also do so in writing to:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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