

Business Grants Privacy Notice

This privacy notice tells you how East Hertfordshire District Council uses your personal information in administering Omicron Hospitality and Leisure Grants to support eligible businesses affected by coronavirus.

The type of personal information we collect

We currently collect and process the following information for this purpose:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Date of birth
- National insurance number
- IP address
- Employment type
- Bank account number
- Bank account sort code

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you via your Coronavirus Business Support Application for one of the following reasons:

- To assess your application for funding;
- To update your business rates liability;
- To create statistical information for reporting purposes; and
- For the prevention and detection of crime or fraud.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Ascendant Solutions Data Management ('Ascendant'), a data processor, for the collation of information to allow us to decide whether you are entitled to a grant.

We will share this information with:

- Ascendant for the purposes noted above;

- The Department for Business, Energy and Industrial Strategy ('BEIS') for the purposes noted in the [BEIS Privacy Notice](#); and
- HM Revenues and Customs ('HMRC') as a relevant data-holder to assist with the efficient and effective discharge of HMRC's functions.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

(e) We need it to perform a task in the public interest and to comply with guidance issued by the Secretary of State for BEIS. For more information, please see the [Government announcement on the introduction of grant support for hospitality and leisure businesses in England](#).

International data transfers

The Council does not share your information with countries outside of the UK without ensuring that sufficient safeguards are in place that are equivalent to the UK Data Protection legislation or the UK GDPR. For this purpose, we do not share your data internationally.

Automated decision making

There are restrictions on automated decisions based solely on automated means without any human involvement, including restrictions on profiling. Your data will not be subject to automated decision making or profiling for this purpose.

Data Processor

We will use a data processor, Ascendant, to assist us in processing your information for the purposes noted above. For more information on how Ascendant will process your information, please see [Ascendant's Privacy Notice](#).

How we store your personal information

Please see the [Corporate Privacy Notice](#)

How long we keep your information

To comply with State Aid rules, where grants are given under the De Minimis Regulation (Commission Regulation (EU) No 1407/2013), we must maintain detailed records with the information and supporting documentation necessary to establish

that all the conditions laid down in the Regulation are fulfilled. Such records will be kept for 10 years after the aid is granted and then destroyed.

Your data protection rights

Please see the [Corporate Privacy Notice](#)

Our contact details

Please see the [Corporate Privacy Notice](#)

How to complain

Please see the [Corporate Privacy Notice](#)