

PRIVACY NOTICE Business Improvement & Growth

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

We collect and hold information about you in order to **process the Local Authority Discretionary Grant Fund launched by Central Government in May 2020.**

Why do you need my information?

In order to check if the business is eligible for the discretionary grant.

Do I have to provide this information and what will happen if I don't?

Businesses who wish to apply for this grant need to provide the information. If a business does not wish to disclose we will not be in a position to administer a grant for them. It is a decision for the business.

What legal basis allows you to use my information?

Central Government have launched this scheme and asked Local Authorities to administer it. Section 1 of the Localism Act 2011 provides all local authorities with the vires to make these payments.

Who will my information be shared with?

The information will be shared with the Officers administering the grants. Central Government will conduct an Audit and therefore they will also require access.

How long will you keep this information for and why?

Timeframe determined by Government or the retention of Financial Information (7 years).

How will my information be stored?

Electronically on Halton Borough Council's secure network.

Will this information be used to take automated decisions about me? No

Will my data be transferred abroad and why? No

What rights do I have when it comes to my data?

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete..

Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.

Right to data portability – you have the right to obtain and reuse your data for your own purposes (copy or transfer personal data to another environment) in certain circumstances

Right to object to processing (to certain types of processing only)

Rights related to automated decision making and profiling.

Right of Access - you have the right under the Data Protection Act 2018 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Source of data

Applicant

Queries on the Discretionary Grant Fund can be directed to Business@halton.gov.uk

Queries or complaints on the use of your personal data can be sent to: Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF or by email to informationgovernanceservice@halton.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk