

PRIVACY NOTICE

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information. This personal data will be used to administer a claims process that will provide temporary financial support as result of the Covid-19 crisis to taxi drivers via a Single Status Drivers Grant.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to informationgovernanceservice@halton.gov.uk

We collect and hold information about you in order to

- Process and determining the accuracy of claims for financial support submitted by taxi drivers
- It is in the wider public interest that your information is processed for the purposes of detecting, investigating and preventing potential fraud against public funds.

What legal basis allows you to use my information?

The Council has a legitimate interest to use your information. Processing your information is necessary to enable the Council to provide temporary support to taxi drivers due to the Covid-19 crisis.

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

If the information is not provided the temporary financial support for taxi drivers cannot be provided.

Who will my information be shared with?

We may disclose information to other Council services and partners of the council where it is necessary, either to comply with a legal obligation, or where permitted under the data protection legislation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

How long will you keep this information for and why?

Seven years in line with the Council's Retention policy.

How will my information be stored?

Your data will be stored by Halton Borough Council electronically in databases on a secure network and/or securely in paper form.

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 erasure – you have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.

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 1998 (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 (if not from individual)

Taxi drivers

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

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

CONSENT SECTION - remove heading where not applicable