

# Coronavirus - Business grants privacy notice

---

This notice provides privacy information for services provided by Wyre Council when an applicant applies for a COVID-19 business grant.

## How we use your data

We collect your personal information for the following purpose(s):

- to assess whether you and your business are eligible to receive financial support, and if so, to provide a payment to you
- to update your business rates liability

## Categories of personal data

In order to carry out these purposes we collect and obtain the following types of information:

- your name (or name of your business) and your business address
- your business rates account number, and property reference number
- your company number, VAT registration, self-assessment/partnership number, unique taxpayer reference or charity number
- the type of business
- Your business premises owners name and address details
- trading dates
- how the Covid-19 pandemic has affected your business - this includes details of the finances of the business and dates of closure
- Number of employees
- Information on trading
- Information on income/loss
- Bank statements/lease agreements/mortgage agreements
- Other forms of evidence
- your bank details to enable us to make a payment
- your phone and/or email contact details to enable us to contact you about your business grant application
- the name, date of birth, national insurance number and home address of the individual submitting the application to verify the validity of applications
- the IP address of the device used to make your application

## Legal basis for processing

Where we use personal information to confirm that someone is eligible for a business grant, the sections of the law that apply are:

- GDPR Article 6(1)(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

## Consequences if information is not provided

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (for example paying you a business grant), or we may be prevented from complying with our legal obligations.

## Information sharing

We have a duty to protect the public funds we administer, to prevent fraud and to ensure the information we hold is accurate. To carry out this duty we may share the information we hold about you, where the law allows it, with other sections of the Council, other local authorities, the government and other agencies.

## Where we get our information

As well as information collected directly from you, we also obtain or receive information from the following departments of the Council:

- the business rate section
- Wyre Licencing Section

## Automated decisions

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

## Data retention

We will only keep your personal data for as long as it is needed for the purposes of the COVID-19 emergency, and for audit and payment purposes.

## Rights of individuals

Information about:

- exercising your rights
- contacting our Data Protection Officer
- raising a concern with us, or
- making a complaint to the Information Commissioner

is available on our website

## Updates

We may update or revise this Privacy Notice at any time.