

# **Privacy Notice for Business Grants**

## **Purpose for processing your information**

To enable the Local Authority to assess entitlement to and award business grants to organisations and for associated monitoring and evaluation purposes.

## **We collect the following information:**

- Personal details
- Company details
- Tenure details
- Financial details
- Type of Business
- Forwarding and/or contact addresses
- Payment details
- Bank details,
- Changes to the physical property
- Contact Details including telephone numbers and email addresses

This information is only to be used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

## **How we collect your information**

Information could be collected from;

You, financial representatives and other appointed representatives, company employees, Solicitors, Valuation Office Agency (VOA) other internal departments, other local authorities

Information will be collected using different methods including letter, phone, email, face to face, online forms, electronic transfer of information from central government departments mainly VOA.

## **Who the information is shared with**

We will share information with

You, Council staff employed to administer Business Grants, other internal departments including but not limited to Council Tax, Business Rates, Licensing and Enforcement, Valuation Office Agency, or where consent has been given with 3rd parties including voluntary organisations e.g. Citizens Advice Bureau.

An external company paid to administer and collect Business Rates on behalf of the local authority

Other local authorities

External auditors of the Council

Government Departments including but not limited to the Department for Business, Energy and Industrial Strategy (BEIS) for research and evaluation and monitoring purposes

Information will usually only be shared to enable quick and accurate assessment of a business grant application and for associated monitoring and evaluation purposes. If we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

### **How long do we keep your information?**

We will only keep your information for as long as is permitted by law and to provide you with the necessary services. For further details you can submit a request via the Request for Information page.

We may also anonymise some personal data you provide to us to ensure that you cannot be identified and use this data to allow the Council to effectively target and plan the provision of services.

### **Your rights and access to your information**

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete  Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To request information that we hold about you visit our Subject Access Request page.

### **If you have any concerns**

Please contact us if you would like to know more about the information we hold about you and how we use it via [www.harrow.gov.uk/brateseevidence](http://www.harrow.gov.uk/brateseevidence)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our request page

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the ICO website.

## **Automated Decision Making**

Automated decision making is used to permit only those applications that appear to meet the required eligibility criteria to be submitted.

You can request this decision is reviewed by a member of staff if you would like and details about how to do this can be found on our website.

Visit our request page.

## **Changes in your circumstances**

You must notify us immediately if there are any changes in your circumstances and personal details that may affect your business grant entitlement, so we can maintain an accurate and up to date record of your information.