

Liverpool City Region Trading On Scheme October 2021 Privacy Notice

Who will own my data once I submit it?

Sefton Metropolitan Borough Council (the Council)

What types of information will be collected?

- Business owner's name
- Contact details (telephone number, mobile number, email address)
- Registration number (including but not limited to VAT, Companies House, CQC, Ofsted, Charity)
- Bank details
- Evidence to perform verification checks (bank statements and utility bills)
- Evidence of trading and property costs
- Evidence of lease, rental or mortgage agreements
- Description of the impact COVID19 has had on your business
- Confirmation of any other grants received

Why do you need my information?

The Council requires this information in order to assess your application so that we can:

- ensure the business is eligible for financial support
- confirm account validity
- confirm your identity
- make payments of the awards
- send reports to Government departments
- detect and prevent fraud and error; and
- make sure public money is used correctly
- grants £15,000 or more may be subject to a financial credit check

Will you be collecting or processing Special Category personal data?

No, we will not collect or process any special category personal data including:

- personal data revealing **racial or ethnic origin**
- personal data revealing **political opinions**
- personal data revealing **religious or philosophical beliefs**
- personal data revealing **trade union membership**
- **genetic data**
- **biometric data** (where used for identification purposes)
- data concerning **health**
- data concerning a person's **sex life**
- data concerning a person's **sexual orientation**

What allows you to use my information?

In accordance with the following:

- Article 6 (1) (e) UK General Data Protection Regulation ('UK GDPR') '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.'

The Additional Restrictions Grant (ARG) provides local councils with grant funding to support businesses that are severely impacted by restrictions, and that may or may not be in the business rates system. Local councils can determine which businesses to support and determine the amount of funding provided from the ARG scheme.

The Covid-19 pandemic continues to have a significant impact on the Liverpool City Region economy and as a direct response the Government has provided Liverpool City Region Combined Authority with further Additional Restrictions Grant (ARG) funding. Each Local Authority of Liverpool City Region will receive a small amount of funding to assist businesses severely impacted by the pandemic. The "Trading On Scheme October 2021" (hereafter called the "Trading On Scheme") will be administered by each of the six local authorities that form the Combined Authority, namely Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral

The Government requires each Council to exercise its local knowledge and judgment in devising a grant scheme that aligns best with the particular economic characteristics of its area by funding those businesses that have been severely impacted by Covid-19. As a result of this and the limited amount of funding available, the amounts of grant funding for individual businesses, will vary across different Local Authority areas.

Who will my information be shared with?

- Government departments, and other public bodies e.g. the Liverpool City Region Combined Authority, HMRC, Department for Work and Pensions, Home Office, Department for Business, Energy & Industrial Strategy, The Department for Levelling Up, Housing and Communities and Local Government
- Other Council services to process the grant but not limited to Business Rates and Finance
- Dun and Bradstreet or Experian for grants £15,000 or over

The Council will use online resources, for example Companies House, Experian and the Insolvency Register, to verify the information provided on the self-declaration form.

Information and data will be shared with Government under the National Fraud Initiative (NFI); this matches electronic data within and between public and private sector bodies to prevent and detect fraud.

Should we pass your information to organisations relevant to the grant programme we will ensure they meet the standards of the UK GDPR and the Data Protection Act 2018, and will be covered by a legal basis allowing them to collect, use and share your personal information.

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

If you are not able to provide some or all of the information, we may not be able to assess your application for the Liverpool City Region Trading On Scheme October 2021

How long will you keep this data for and why?

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected. There is usually a legal reason for keeping your personal information for a set period of time. The Liverpool City Region Trading on Scheme October 2021 is 10 years for grants awarded

How will my information be stored?

Data is stored in Council IT systems. The Council takes data control seriously and has internal policies and controls in place to try to ensure data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees in the performance of their duties.

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

You have a number of rights under the UK GDPR and the Data Protection Act 2018 including requesting 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 exercise any other rights, please visit our webpage at the following link: <https://www.sefton.gov.uk/miscellaneous-pages/privacy-policy.aspx>

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

In the first instance, please contact the team at:

tradingongrant@sefton.gov.uk

The contact details for Sefton Council's Data Protection Officer are:

E-mail: ino.information@sefton.gov.uk

Telephone: 0345 140 0845

You also have the right to complain to the Information Commissioner's Office using the following details:

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113
Website: www.ico.org.uk*

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad?

No