



Blackburn with Darwen Council Service Specific Privacy Notice : BWDBC Discretionary Grant Applications (Covid-19)

Purpose.

The purpose of this privacy notice is to explain how our organisation may seek to collect and hold information about you and your business in relation to the data we require to process your Coronavirus (COVID-19) discretionary grant applications. This privacy notice is to supplement all the information we currently make available about how we generally process your personal data.

We are committed to protecting your personal data and ensuring that it is processed fairly and lawfully. Information you provide to us will be processed in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA 2018) and subsequent legislation.

Such information will be limited to what is legal and proportionate, in order to provide the necessary support to all applicants.

A lot of what we will do with your personal data will be covered by existing powers under current laws. You can find out more about how we process your information at <https://www.blackburn.gov.uk/data-and-information/privacy-policy>

Legal Basis.

The legal basis for data processing we are relying on comes from Article 6 of the General Data Protection Regulations (GDPR). The following sections apply;

- Article 6(1)(a) Consent- Processing is lawful only if and to the extent that the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- Article 6(1)(e) Public task -the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

Categories of data we collect

- Company Name
- Company Address
- Company contact details
- Company Personnel Contact details
- Nature of business
- Legal status of company

- Trading Periods
- Turnover
- Balance sheet information
- Employee numbers
- Business property details
- Business operations affected by Covid-19
- Solvency
- Existing grants
- Finance data including bank details

Who we share the information with

Blackburn with Darwen Borough Council is under a duty to protect the public funds it administers and to this end, may verify and/or share the information provided within the application form with government agencies, local authorities and other organisations for the purpose of preventing and detecting fraud.

In addition, Local authorities will be required to report on their progress in developing and delivering the Local Authority Discretionary Grant Fund weekly to Government (Department for Business, Energy and Industrial Strategy) however, this will not include the details of individual businesses.

How long we hold the data

The period for which we will hold the information will be for a minimum of 12 months. All successful applicant details will be held for a period of current year + 7 years.