

Additional Restrictions Grant Privacy Notice

Who are we?

Fenland District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). This Privacy Notice is designed to help you understand how and why we process your personal data for the Additional Restrictions Grant scheme. For more information on your rights and how to lodge a complaint, you should read this in conjunction with the Council's [Privacy Statement](#).

What personal information do we collect?

We need to know the following information about you:

- Name
- Address
- Email address
- Phone number
- Bank details
- Business information

Why do we need this?

We need this information to provide Covid related grants including:

- Restart Grant
- Supplementary Winter Lockdown Grant (part of the Additional Restrictions Grant)
- Self-Employment Support Grant
- Whittlesey & Wisbech Business Capital Grants Schemes
- Local Restrictions Support Grant (LRSB)
- Closed Businesses Lockdown Payment
- Extreme Hardship Grant

- £1,000 grant for 'wet-led' pubs

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using public task.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information when:

- We are legally obliged to do so;
- Disclosure is necessary for the proper discharge of our statutory functions;
- Disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry;
- We are under a duty to protect public funds;
- If requested by the government

We may use the information you've provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.

How do we keep your records confidential and secure?

Everyone working in the Council has a legal and professional duty to ensure that all your information is safely and securely protected and kept confidential. We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Our networks are kept secure, internal and external IT is protected using appropriate safeguards, and audits ensure we protect your right to privacy and confidentiality. We only keep your records as long as we need to and are required to by law, after which they are securely destroyed.

How long is my information kept for?

We will only hold your information for as long as is necessary or as the law requires. Please see the Information Asset Register/Retention Schedule for details of how long we keep specific information sets.

Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.