

Self-Isolation 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 Fenland District Council process your personal data for the self-isolation grant. 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:

- information about you, this could include your name, address, date of birth, contact information
- national identifiers such as NHS test and trace identifier, National Insurance number
- financial information such as your benefit entitlements, bank details
- employment status, including employer information
- physical or mental health details such as if you have been asked to isolate, the start date and end date of your isolation

We get most of this information from you, but we may also get some of this data from other central government agencies

Why do we need this?

We need this information to carry out three main pre-payment checks. These are to make sure that individuals have:

- been told to self-isolate by NHS Test and Trace
- are employed or self-employed and will lose income because they cannot work from home
- are receiving one of the benefits in the eligibility criteria

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

- 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'
- GDPR Article 9(2)(b) 'processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law' and the processing is necessary under the Data Protection Act 2018 Schedule 1 Part 1 paragraph 1
- GDPR Article 9(2)(i) 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare' and the processing is necessary under the Data Protection Act 2018 Schedule 1 Part 1 paragraph 3

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 to the following organisations:

- HMRC for tax and National Insurance purposes
- Department of Health and Social care regarding the outcome of your application and to help understand public health implications
- Your employer for verification checks purposes

To validate your bank account details, we need to share relevant information you've given us with TransUnion. This will be used to ensure your support payment is paid to the correct bank account and to help prevent fraudulent use of support payments. This is not a credit check and won't impact your credit rating. For more information on how TransUnion may use your data, please visit <https://www.transunion.co.uk/legal-information/privacy-centre>.

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.