



Privacy Notice for the Covid Winter Grant

Who Will Be Responsible For My Data Once It Is Collected?

Warrington Borough Council will be responsible for the data once it is collected

Why Do You Need My Information?

Warrington Borough Council has been undertaking a process of sending letters out to those who are potentially being eligible for the Covid Winter Grant.

As part of the application process, we need your information in order to determine if you meet the criteria to receive the Covid Winter Grant.

If we do not have the information we require, we will not be able to progress your application for the Covid Winter Grant.

If the data you have provided is validated as correct you will be paid the Winter Grant in four instalments between the period of December 2020 and March 2021.

If not, then you will be advised that you are not eligible for the grant and no further contact will be made.

What Allows You To Use My Information?

This information is collected in order to confirm that the details being provided are correct, ensuring no fraudulent claim is being made to access the Winter Grant fund.

The Council is processing your personal information under:

- Article 6(1)(c) provides a lawful basis for processing where “processing is necessary for compliance with a legal obligation to which the controller is subject.”

The Council is also processing your special category information under:

- Article 9 (2) (b) provides a lawful basis for processing where “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 in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject”.

What Type of Information Will Be Processed?

Warrington Borough Council will process both personal and special category data including

- Personal identifiers and contact details, including name, address, email, telephone number
- National Insurance number of the person claiming benefits and the benefits being claimed
- Personal identifiers for children in the household aged 0 to 19 years and up to 24 years if

they have SEND with an EHC, or up to 21 years if a care leaver, including name of child and school name

- We will ask you to confirm if a young person has an EHC plan if SEND
- We will ask you to confirm if a young person is a Warrington Care Leaver
- We will also require bank details of the claimant for payment in the event of a successful claim

Who Will My Information Be Shared With?

Your information will be shared internally within Warrington Borough Council to verify the information that you have told us including but not exclusive to checking school census data, care leaver information, and Special Educational Needs or Disability data.

We will also share you information with

- The Department for Work and Pensions for the purpose of confirming benefits are being claimed
- NHS Bridgewater Trust, for the purpose of confirming that there are children under school age within a household.

Do I Have To Provide This Information And What Will Happen If I Don't?

You do not have to provide this information. However if you do not provide the information required as part of your application for the Covid Winter Grant, Warrington Borough Council would not be able to assess your eligibility and if you qualify, progress your application.

If as part of the application, you would prefer not to provide your bank account details, WBC can provide postal vouchers instead if we are informed as part of the process.

How Long Will You Keep This Data For And Why?

The Winter Grant period ends on 31st March 2021, after this date the data will be archived for 6 years plus the current year, and only accessed in the event of a Government audit, or an investigation. After this date the data will be destroyed.

How Will My Information Be Stored?

The information will be stored securely in a UK based data centre

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act 2018 (General Data Protection Regulation), you might have more rights about what happens with your data.

As different rights apply in different situations each request will be assessed on a case by case basis.

1. **Right of Access (formerly Subject Access Request)** - you have the right under the Data Protection Act 2018 (General Data Protection Regulation 2018) to request 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 ask questions about how it is used, please look at our [webpages on Requests for Information](#).

2. **Right to be informed** – as detailed through this Privacy Notice.
3. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
4. **Right to erasure** – depending on the legal basis for processing your information, you could have the right to have personal data erased.
5. **Right to restrict processing** – depending on the legal basis for processing your information, you have the right to reduce or stop the processing of your data.
6. **Right to data portability** – depending on the legal basis for processing your information, you have the right to obtain and reuse any electronic data we hold about you.
7. **Right to object to processing** – where processing your personal information is required for the performance of a public interest task (see above), you have the right to object.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below:
Use the [online complaints form](#)

- Email us at contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Contact Warrington, PO Box 5, New Town House, Warrington WA1 2NH
- Visit us at: Contact Warrington, 26-30, Horsemarket Street, Warrington WA1 1XL

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

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

Will This Information Be Used To Take Automated

Decisions About Me?

Yes as part of the initial process to identify if you meet the eligibility criteria.

Will My Data Be Transferred Abroad and Why?

No your information will not be transferred abroad.