

Community Recovery Grant and Council Tax Discount Scheme

Privacy Notice

Newark and Sherwood District Council | Castle House, Great North Road, Newark, Notts, NG24 1BY | 01636 650000 | privacy@newark-sherwooddc.gov.uk

The UK Data Privacy legislation, give individuals the right to be informed about how organisations use their personal data. This information is provided in the form of a Privacy Notice.

Newark and Sherwood District Council is registered as a Data Controller under the Data Protection Act 2018 (registration number: Z4973840).

Introduction

This privacy notice tells you how Newark and Sherwood District Council (NSDC) will process your data for the purpose of verifying, administering and reporting on the **Community Recovery Grant** and **Council Tax Discount Scheme**.

The type of personal information we collect

We collect and process the following information:

- Basic personal identifiers (name, contact details, address)
- Council tax reference number
- Bank details
- Case details regarding the flooding to the property

How we get the personal information and why we have it

The personal information we process is provided to us directly by you when you apply for one or both of the schemes. This information is required to verify your application and for the Council to make the payment of the grant and/or apply the Council Tax discount.

We also receive personal information indirectly, from other Council departments to verify your application for the scheme(s).

How we use the information

We use the information that you have given us for the purpose of verifying and administering the Community Recovery Grant and Council Tax Discount Scheme. Your information may also be used for reporting purposes to Nottinghamshire County Council and Central Government departments such as DEFRA.

Who we may share your information with

We will share your information with other NSDC departments for the purpose of verifying and administering the schemes. These include but are not limited to; Finance, Council Tax and Public Protection. Please note if your property has not already been verified as flooding, someone may attend your property to confirm the status.

We may also share this information with Nottinghamshire County Council and Central Government departments.

The law we use to process your personal information

We need to process your data in order to ensure that the services we are providing meet our statutory and legal obligations, are fit for purpose, efficient and effective. Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, the lawful bases we rely on for processing this information are:

(e) We need it to perform a public task.

How we store and how long we keep information about you

Your information is securely stored. If your application is unsuccessful your bank details will be removed without delay but within one calendar month. The remainder of the unsuccessful application will be retained for two years for reporting purposes. Successful applications and payment data will be retained for 6 years plus the current year.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances. We may not be able to agree to erasure, if this occurs we will explain why your request has not been actioned.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances. For example, if you think we are processing your data unlawfully, you can request that any processing is suspended whilst this is investigated.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at privacy@newark-sherwooddc.gov.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at privacy@newark-sherwooddc.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>