

## **Privacy Notice: Newly self-employed hardship fund**

### **Who we are:**

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk), and by telephone on 0300 100 1800.

### **Why do we need your personal information and what do we do with it?**

We will use your personal information to administer the Scottish Government Newly Self-Employed Hardship Fund. We require this information to determine whether you are eligible to receive funding, and if successful administer funding to your business. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### **Legal basis for using your information:**

We are collecting and using your information in the performance of our public task to administer the fund on behalf of the Scottish Government under the Corona Virus Act 2020. If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

### **Who do we share your information with?**

Your information will be shared with the Scottish Government for the purposes of determining your application and administering it. We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention and we may also share and receive information with other local authorities. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

In general the Council does not transfer personal data outside either the UK or the European Economic Area (EEA) and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

### **Decision-Making**

The Council does not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you

### **How long do we keep your information for?**

We will keep your information for 5 years from the date the grant payment was made. If you are unsuccessful we will retain your details for 12 months.

**Information you have given us about other people:**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Scottish Borders Council. We will only use this information to process and administer your claim. If they want any more information on how we will use their information they can visit our [website](#) or email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk).

**Your rights:**

For information on the rights you have over your personal data, please visit our [website](#) or if you would like a hard copy of this information, please contact us using the contact details provided above.

Please visit our [website](#) for information on how to raise a complaint if you are unhappy with the way the Council has processed your data.