

# Privacy Notice – Business Support Measures

You need to be aware of this privacy notice if you are requesting financial assistance through the Small Business Grant Scheme or the Retail and Hospitality Grant Scheme.

## Your personal information - what we need and why?

Daventry District Council will collect a range of data during the application phase for either the Small Business Grant Scheme or the Retail and Hospitality Grant Scheme. This will include:

- Business Rates account reference
- VAT Registration Number
- Company Number
- Business Name
- Title of Applicant / Ratepayer
- Surname of Applicant /Ratepayer
- Forename of Applicant / Ratepayer
- Middle name or middle initial of Applicant / Ratepayer
- Date of Birth of Applicant / Ratepayer
- Business Address
- Business Postcode

We may need to use some information about you:

- To enable Daventry District Council to pay a grant that your business is entitled to.
- To report payment of grants to Central Government.

## How the law allows the council to use your information:

There are a number of legal, legitimate or lawful reasons why we need to collect and use your personal information. We are collecting your information in support of the Spring Budget 2020 announcement on the 11th March 2020 in relation to the Small Business Grant Scheme or the Retail and Hospitality Grant Scheme.

For this purpose we are collecting and using personal information in circumstances where:

- You have received a letter from the Council advising you that your business is entitled to a grant.
- You believe your business is entitled to a grant

You are not under any statutory obligation to provide your data to Daventry District Council, however if you do not provide the relevant categories of data, we may not be able to process your request under the grant scheme.

[www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)

T: 01327 871100

E: [comments@daventrydc.gov.uk](mailto:comments@daventrydc.gov.uk)



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## Who does the Council share your data with?

We will only share information with other organisations where it is necessary, either to comply with a legal obligation, or where permitted under Data Protection legislation, for example where sharing is necessary for us to carry out the Council Tax function or if there is a public interest to do so such as the prevention and / or detection of crime.

We will share your information with Central Government for reporting purposes.

We may share information that is given to us with other organisations that inspect or handle public funds to prevent and detect fraud including:

- Department for Works and Pensions
- HM Revenues and Customs
- National Audit Office
- Cabinet Office
- The Police
- Other Local Authorities

## Other ways we may use your details

We may also use our customer details within the Council for

- Keeping the electoral register up to date;
- Other services areas within the Council where the law allows or requires it, or to improve the service you receive

This means we may share your information with enforcement agents and / or debt management organisations engaged by us and the courts in relation to outstanding money owed. It may also be necessary to share your information with credit reference agencies to help prevent and detect fraud and to confirm who is resident at an address.

This authority has a duty to protect the public funds it administers, and may use information held about you for all lawful purposes, including but not limited to the prevention and detection of crime including fraud and money laundering.

We will not disclose your personal information to third parties for marketing purposes.

## How long does the Council keep your data?

We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years.

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## What are your rights?

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Our Data Protection Officer is Gillian Kennedy and you can contact her by email [dataprotection@daventrydc.gov.uk](mailto:dataprotection@daventrydc.gov.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk).

All information you provide is held in accordance with our Information Charter and in line with the UK Data Protection law and the General Data Protection Regulation. Our Information Charter can be viewed online here [www.daventrydc.gov.uk/informationcharter](http://www.daventrydc.gov.uk/informationcharter).

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