

## **PRIVACY NOTICE – BUSINESS SUPPORT 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?**

You are giving us your personal information to allow us to determine whether your business is eligible to receive funding from the Coronavirus Support Fund, and to administer that 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:**

Processing your personal information is necessary to administer the fund on behalf of the Scottish Government under the Corona Virus Act 2020 as part of our public task. 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?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as other local authorities or HMRC and will do so where the law requires this. In order to meet our legal obligations and to promote openness & transparency around the use of public funds, grant recipients should be aware that details of these payments may be disclosed. This disclosure may include the name of the payee and the date, sum, and subject of the payment. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Your information will be shared with the Scottish Government for the purposes of determining your application and administering it. The Scottish Government or we may publish a full list of properties against which either a small business grant or a retail, hospitality and leisure grant has been paid.

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

The information you give us in relation to your business grant is stored in our Non Domestic Rates system. We are working on a project to allow us to have a retention period of 6 years which is in line with [Scottish Council Archives Record Retention Schedules](#). The full range of circumstances where we will keep or delete your information will be decided as part of this project and our privacy notice will be updated once the project reaches completion.

### **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 or your business.

**Your rights under data protection law:**

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.

**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 [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk).

**Complaints:**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) or by telephoning 0300 100 1800 .

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>