

PRIVACY NOTICE

Covid Local Support Grant: Management Information



Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679).

The information being processed

For those the Council assists through Schools and Early Years settings we will collect from those organisations your name, your child's name, your address and the amount of the voucher that has been issued to you. This is so that we can calculate the number of children and households assisted and the total spend on the categories of assistance provided (i.e. food or energy and water).

Information sharing

The information will not be shared outside of the Free School Meals Entitlement Service and the Early Years Setting Team who will receive the information from schools and early years settings that have requested vouchers for distribution.

Retention periods

We will only keep your information for four months

Purpose of processing personal information

As a local authority, the council delivers services to you. In order to do this in an effective way we will need to collect and use personal information about you.

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner.
- Collect personal information for a specified, explicit and legitimate purpose.
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.
- Ensure the personal information is accurate and up to date.
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.
- Keep your personal information securely using appropriate technical or organisational measures.

The lawful basis for processing your personal data.

- Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

Your rights

You have certain rights under the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR), these are:

- The right to be informed via privacy notices such as this.
- The right of access to any personal information the council holds about you.
- The right of rectification, we must correct inaccurate or incomplete data within one month.

- The right to restrict processing. You have the right to the suppression of your personal data. We can retain just enough information about you to ensure that the restriction is respected in future.
- The right to object. This is dependent on the purpose and basis for our processing.
- You have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

Details of transfers to third country and safeguards

Your personal and sensitive data will only be stored and processed on servers based within the United Kingdom.

Data Controller

Plymouth City Council is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

For any concerns or enquiries the contact details for the Council's data controller are:

Data Protection Officer, Plymouth City Council, Ballard House, West Hoe Road, Plymouth PL1 3BJ.

Email: dataprotectionofficer@plymouth.gov.uk

Information Commissioners Office

If you remain dissatisfied with the way we have handled or shared your personal data you have the right to raise a complaint with the Information Commissioner's Office. They can be contacted at:

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

Tel: 0303 123 1113 <https://ico.org.uk/make-a-complaint/>