

# **PRIVACY NOTICE**

## **Discretionary Support Scheme, Halton Borough Council**

### **Who is the Data Controller for the information I provide?**

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7002 or by email to [Jonathan.Greenough@halton.gov.uk](mailto:Jonathan.Greenough@halton.gov.uk)

We collect and hold information about you in order to assist vulnerable people in meeting their needs for subsistence or financial support where they are unable to meet their immediate short term needs or where they require support to maintain their independence within the community. This information also contributes towards statistical analysis of the teams achievements.

### **Why do you need my information?**

To assist vulnerable people in meeting their needs for subsistence or financial support where they are unable to meet their immediate short term needs or where they require support to maintain their independence within the community

### **What legal basis allows you to use my information?**

Consent has been given to this data being held for explicit use for assisting in the administration of the Discretionary Support Scheme, with the aid of benefit checks. Explicit consent is also gained for this data to be held for awards to be made through third parties. This information is held for the legitimate interests of those being assisted with Discretionary Support Scheme related matters. Personal data will not be disclosed without the consent of the data subject.

### **Do I have to provide this information and what will happen if I don't?**

If we did not collect this information we would be unable to complete a Discretionary Support Scheme application form and perform benefit checks where necessary, or assist with queries and disputes relating to your case.

### **Who will my information be shared with?**

The information held will only be shared with external partners if explicit consent is gained for this on each occasion.

We may disclose information to other partners of the council where it is necessary, either to comply with a legal obligation, or where permitted under the Data Protection Act, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

### **How long will you keep this information for and why?**

Personal information will be retained for 7 years based on best practice.

### **How will my information be stored?**

Information will be held within the Northgate System for scanned on documents. Client Records will be held within internal databases.

### **Will this information be used to take automated decisions about me? No**

**Will my data be transferred abroad and why? No**

**What rights do I have when it comes to my data?**

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to erasure – you have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.

Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.

Right to data portability – you have the right to obtain and reuse your data for your own purposes (copy or transfer personal data to another environment) in certain circumstances

Right to object to processing (to certain types of processing only)

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email [informationgovernanceservice@halton.gov.uk](mailto:informationgovernanceservice@halton.gov.uk)

**Who can I complain to if I am unhappy about how my data is used?**

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: [www.ico.org.uk](http://www.ico.org.uk)