

## Privacy Notice (How we use your information)

### Kirklees COVID-19 Additional Relief Fund

#### The categories of information that we collect, process, hold and share include:

- Personal information (such as name, date of birth, postal address, phone number, email address, National Insurance Number, Driving Licence information)
- Information about your business (such as name, registered and trading address, company registration number, financial and accounting information)

#### Why we collect and hold this information

We use this personal data in order to:

- Process grant applications in line with the published scheme criteria;
- Provide financial assistance in the form of a grant;
- Enable us to carry out specific functions for which we are responsible;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

#### The lawful basis on which we use this information

We collect and process information about you under GDPR Article 6 (1) (e) - public task

#### Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary to process your application including undertaking any necessary post payment assurance checks.

#### Who we share this information with

We may share this information with:

- Other services within Kirklees Council who contribute to business support and economic development, including services that liaise with businesses directly for legal purposes e.g. Business & Skills, Business Rates, Public Protection, Environmental Health, Licencing

- With other bodies responsible for public funds or for auditing them for these purposes. This includes National government departments e.g. Department for Business, Energy and Industrial Strategy (BEIS)

## Why we share this information

We share information with other services in Kirklees Council to check eligibility, help improve our support services and update on any changes to business circumstances.

We share information with BEIS for the purposes of grant scheme assurance, performance monitoring and evaluation. And may share the information you've provided with other public bodies for the prevention and detection of fraud.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Further information If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#). If you would like further information about this privacy notice, please contact: [business.enquiries@kirklees.gov.uk](mailto:business.enquiries@kirklees.gov.uk) 01484 221000 – ask for the Business Team.

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.