

Test and Trace Support Payment Privacy Notice

Introduction

On 28th September 2020, the Government passed into law a national Test and Trace Support Scheme. As part of this a one-off self-isolation support payment of £500 can be claimed by people who meet the qualifying rules. (More information can be found about the scheme on the [Southend-on-Sea Borough Council website](#).)

If you apply, we will need to process your personal data to assess whether you can receive a payment. This Privacy Notice sets out what personal data we will use, how we will use it, and why we need to use it.

Data controller

The Department of Health and Social Care (DHSC) has set NHS Test and Trace as the data controller for the purposes of providing Test and Trace data to Southend Council.

Southend Council are the data controller for the purposes of assessing entitlement and making payments.

Types of personal data we collect and process

The types of personal data we collect, and process may include:

- full name
- full home address
- email address
- mobile telephone number
- home telephone number
- employer name and address
- NHS notification number (the unique reference you will be given by NHS Test and Trace service to self-isolate)
- bank account details
- national insurance number
- proof self-employment, for example recent business bank statement, most recent set of accounts or evidence of self-assessment

Sources and categories of personal data

We will get data from the NHS Test and Trace service to confirm that you have either tested positive for Covid-19 or you have been in close contact with someone who has. As this data is related to your health it is referred to as 'special category data'.

You will also provide us with additional data in relation to your application for a self-isolation payment.

What we use your personal data for

We will carry out checks with:

- NHS Test and Trace Service and the Department for Work and Pensions (DWP) for verification purposes
- HM Revenues and Customs (HMRC) for tax
- potentially with your employer in validating your application

We will provide information to HMRC in relation any payment we make because these payments are subject to tax. If you are self-employed, you will need to declare the payment on your self-assessment tax return.

Information relating to your application will also be sent to the DHSC to help understand public health implications, allow us to carry out anti-fraud checks and determine how well the scheme is performing.

We will not share this data with other organisations or individuals outside Southend Council for any other purpose.

Our lawful basis for processing the data

We must have a legal basis to process your personal data. We have a legal obligation to use your personal data to assess your entitlement and make payment.

The laws that apply are:

- GDPR Article (6)(1)(e) - processing is necessary for the performance of a task carried out in the public interest or the exercise of official authority vested in the controller
- GDPR Article 9(2)(i) – processing is necessary for reasons of public interest in public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare
- Data Protection Act 2018 Schedule 1, Part 1 (2) – health or social care purposes

Storing your information

Your data will be securely held electronically in the UK.

We make sure we do not keep your details for any longer than is necessary and when we no longer have a need to keep your details we will delete or destroy them

securely in line with the Councils document retention and disposal policy or the relevant legislative requirement.

Your rights as a data subject

Under the EU General Data Protection Regulation (GDPR) 2016/679 and the UK Data Protection Act 2018, you have several rights as a data subject and this Privacy Notice does not take away or reduce these rights.

These rights are:

- to request copies of information held about you
- to have your information corrected if you think it is inaccurate
- to limit how your information is used
- to object to your information being used – this is not an absolute right
- to have information deleted – this is not an absolute right

If you would like to exercise any of these rights you can email the Data Protection officer at dataprotection@southend.gov.uk.