

Test and Trace Support Payments Privacy Notice

Who will control my data

The Data Controller for all the information you provide is Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY.

How we will use the information about you

We will use the information you provide to the Assessment team to process your application for a Test and Trace Support Payment. From 28 September 2020, local authorities in England have a duty to administer the Test and Trace Support Payment scheme on behalf of central Government. This is in support of the legislative requirement for certain people to self-isolate as part of the COVID-19 crisis. Failure to provide information in support of a Test and Trace Support Payment application will result in payment not being made. If we find that a payment is made as a result of false or incorrect information the payment will be recovered and we may take action against you. This could include going to court, a fine or a formal warning called a caution.

How we will store the information about you

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of the UK. Access to your information will only be made available to the assessment team and other authorised members of Cornwall Council's staff who are required to process it for the purposes outlined in this privacy notice. Where your information is shared with other Council statutory services or organisations responsible for auditing or administering public funds, as detailed overleaf, there are contracts which require them to keep personal information safe and which prohibits them from doing anything with your personal data other than following our instructions.

How long we keep your information

We will only keep your information for as long as it is required following the retention period that is set in law relevant to the processing we are undertaking for you. Once your information is no longer required, it will be destroyed securely and confidentially.

Your rights

Your personal information belongs to you and you have the right to:

- Be informed of how we will process it
- Request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- Have it amended if it's incorrect or incomplete
- Have it deleted (where we do not have a legal requirement to retain it)

If you think any of the information we hold about you is incorrect or incomplete please contact: Assessments, PO Box 676, Truro, TR1 9EQ; Tel: 0300 1234 121; or by email to discretionaryaward@cornwall.gov.uk

If you would like access to any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer, Cornwall Council, County Hall, Truro, TR1 3AY. Tel: 0300 1234 100. Email: dpo@cornwall.gov.uk

If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioners Office telephone number 0303 123 1113; <https://ico.org.uk/concerns/>

Who else we will share your information with

We will not use your information for any other purpose or give it to anyone else unless we are required to do so by law. We have a duty to protect public funds so we may need to use the information held about you for the prevention and detection of fraud which would require us to share it with other Council statutory services or organisations responsible for auditing or administering public funds. As part of our duty to protect public funds we may compare your information to Council Tax, Housing Benefit and Council Tax Support data held by Cornwall Council. Your consent is not required to share your information with the departments/organisations detailed here. Please note that the following list contains all areas where your data is currently shared, but this may be updated over time. Any additional data sharing would only be where there is a legal requirement to do so. If you would like more information about this, or an up to date list of teams that your data is shared with, please visit our website www.cornwall.gov.uk/yourdata.

Who we share your data with	What the data is used for	Reasons that the data is shared
Her Majesty's Revenues and Customs (HMRC)	HMRC will treat your Test and Trace Support Payments as part of your taxable income for income tax purposes.	As part of the Test and Trace Support Payment scheme the Government requires Cornwall Council to share details of your payments with HMRC. Your data is shared as a condition of receiving payment under this scheme.
NHS Test and Trace	NHS Test and Trace will use your data to help measure the overall effectiveness and expenditure of the scheme on a national basis.	As part of the Test and Trace Support Payment scheme the Government requires Cornwall Council to share details of your payment with NHS Test and Trace. Your data is shared as a condition of receiving payment under this scheme.
Contact Tracing and Advice Service (CTAS)	Cornwall Council will need to compare some of the data you	This is to ensure that you have provided Cornwall Council with

	<p>provide as part of your application against data held by CTAS, this will include your NHS Test and Trace Account ID, your postcode or your date of birth.</p>	<p>a valid NHS Test and Trace Account ID. A valid Test and Trace Account ID belonging to you is a mandatory requirement in all cases for a payment under the scheme. Your data is shared as a condition of receiving payment under this scheme.</p>
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