**Privacy Notice**

This privacy notice explains how Bristol City Council will collect, use and protect personal data with regard to the Additional Restrictions Grant. You can view our main privacy notice our privacy page.

**What data we need to collect and the legal basis for processing it:**

The reason we are processing your personal data will determine the legal basis for processing it. The legal basis for processing by the council to administer this grant scheme will be:

Where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested us – GDPR Article 6(1)(e).

The data collected will include: business and individual name, address and contact details, unique or corporate tax registration details, payroll information, photographic proof of identity (which may include date of birth or other identifying information) and financial information such as accounts and / or bank statements.

As applications are made electronically the Council will collect IP addresses an email addresses.

**How long we will keep your data for:**

We will only keep your personal data for as long as is necessary for the purpose for which we are processing it, or there is a legal requirement to keep the data for a set period of time.

Data will be retained for such time as is necessary to administer the scheme and provide statistical information. If your application for a grant is successful, we are legally required to keep the data for a period of 10 years.

Where we do not need to continue to process your personal data, it will be securely destroyed.

**Why we need to collect your data:**

We will use this information for assessing eligibility for a grant from the Additional Restrictions Grant Fund.

**Who we share your data with and why:**

It may be necessary to share your information with other public authorities, including the Department for Business, Energy & Industrial Strategy, and local authorities in the West of England region (North Somerset Council, South Gloucestershire Council, Bath and North East Somerset Council and the West of England Combined Authority) to ensure policy intentions are followed. Anonymised data may be shared between local authorities in the West of England region and with other public authorities where it is relevant and proportionate to do so.

The Council’s audit procedures could mean that applicant details may be subject to further validation to provide assurance where required.

**Your rights as a data subject:**

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner’s Office (ICO) at [www.ico.org.uk](file:///C%3A%5CUsers%5Cbrlsct1%5CDesktop%5Cwww.ico.org.uk) if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Data Protection Officer

Information Governance

Bristol City Council

City Hall

College Green

Bristol

BS1 5TR

Data.protection@bristol.gov.uk

Other questions about the data being processed may also be sent to the above address.

**Fraud Prevention and Detection:**

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit [www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection](http://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection).

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