

## **DATA PROTECTION PRIVACY NOTICE FOR TEST AND TRACE PAYMENTS**

### **Hillingdon Council uses your personal data for these reasons:**

- Administering Test and Trace Support Payments in respect of the COVID19 pandemic,
- Preventing and detecting fraud and error within the above.

### **Why are we providing this Notice to you**

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service of administering decisions about Test and Trace Payments as part of the government's measures to support and enforce self-isolation during the COVID19 pandemic. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found at: [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### **What personal data do we hold**

The types of data we hold and process will typically include:

Your name and the names of all other residents of your address, and the relationships of the other occupants to you. This includes children.

Your address.

Your gender and that of other residents of your address.

The dates of birth for you and other residents in your address.

The National Insurance number of you, your partner(s) (if any) and sometimes other residents of your address.

Details and evidence of your income, and the income of other residents of your address. Details and evidence of your capital, and the capital of other residents of your address. Details and evidence of your rent and the rent of other members of your address.

Other information which is relevant to your claim(s).

Contact information including telephone numbers and email addresses.

Sometimes we hold information on marital status, ethnicity, nationality, and health/personal circumstances. Sometimes wageslips supplied to us contain details of Trades Union membership.

If you have an appointee then we will hold details of them.

Health Data in terms of satisfying the criteria for Test and Trace payments.

We obtain some of this data directly from you and we may also obtain it from other sources.

Other sources of data typically includes:

The Department of Work and Pensions. Contact: your Jobcentre Plus Office or [www.gov.uk/government/publications/dwp-request-for-personal-information](http://www.gov.uk/government/publications/dwp-request-for-personal-information).

HM Revenue and Customs. Contact: Her Majesty's Revenue and Customs.

Contact: [advice.dpa@hmrc.gsi.gov.uk](mailto:advice.dpa@hmrc.gsi.gov.uk) or write to The Data Protection Officer, Her Majesty's Revenue and Customs, 10 South Colonnade, Canary Wharf, London, E14 4PU.

The NHS test and trace data system to administer support payments resulting from the COVID19 pandemic. Contact:

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

### **What is our purpose for processing your personal data**

Administering Test and Trace Support Payments as a result of the COVID19 pandemic.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

### **What is the legal basis for our use of your personal data**

One or more of the following bases can apply:

- We have obtained your freely given and specific consent and have informed.
- We need it to comply with a legal obligation.
- We need to protect the vital interests of a person.
- We need it to perform a task in the public interest or in the exercise of official authority.

### **What we do if your personal data is sensitive**

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

### **For how long will we hold your personal data**

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions, complaints or audit about the service which

we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations..

### **Organisations that we may share your personal data with**

We use a company Liberata to process some data including answering telephone calls, and scanning documents.

We share information with the Department of Work and Pensions (DWP).

We sometimes share information with appointees and representatives.

We may share information with other Councils as permitted by law, or with your permission.

External auditors.

Decision notices are printed by an external printing company.

The Royal Mail delivers post for our service.

The Rent Service.

It may be shared with The Local Government and Social Care Ombudsman.

The NHS test and trace data system.

### **Internal Sharing of data**

We may share some of your data with other services within the London Borough of Hillingdon. Common examples include:

Complaints and Enquiries

Internal Audit

Counter Fraud

Corporate Payment Team

### **What happens if your personal data is subject to automated decision-making including profiling**

We are not using automated decision making.

### **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact The Benefits Team (contact details below). You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

## **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

## **Contacting us**

Please contact [benefits@hillingdon.gov.uk](mailto:benefits@hillingdon.gov.uk) for further information

Benefits  
PO Box 1120  
1 Market Street  
Nelson  
Lancs  
BB9 7LJ

## **Statutory Data Protection Officer**

You may also contact our data protection officer for further information:

Raj Alagh, Borough Solicitor and Monitoring Officer  
Data Protection Officer  
Civic Centre  
High Street  
Uxbridge  
UB8 1UW  
E-mail: [ralagh@hillingdon.gov.uk](mailto:ralagh@hillingdon.gov.uk) Telephone: 01895 250617