



PRIVACY NOTICE FOR WELSH GOVERNMENT CHILDCARE BUSINESS GRANTS

This privacy notice covers how Pembrokeshire County Council (as a Data Controller) will collect, use and protect personal data for the purposes of assessment of Welsh Government Childcare Business Grants.

Why we need your personal information (purpose of processing)

We collect and use your personal information so that we can cross-reference and validate your application for a Welsh Government Childcare Business Grant for Covid-19 Virus Business Support.

This information will also be used to cross-reference with details already hold on our records for you in Revenue Services, however this may need to be cross-checked with Companies House where applicable.

We will also use information provided by you to detect and prevent fraud for this scheme. To do this we will share information externally with Cifas who will undertake validation checks for us prior to the application being approved. Please see the link below to Cifas which explains how your personal data will be used for cross-checking and validation of applications;

<https://www.cifas.org.uk/fpn/covid19>

The information you provide will be processed in accordance with the General Data Protection Regulations 2016 and the Data Protection Act 2018.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council, Welsh Government as the scheme funder and with The Auditor General for Wales and Companies House.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with the Childcare Business Grant.

What data is being collected?

In order to process your Welsh Government Childcare Business Grant we will collect the following data:

Business owner name

Business owner address

Business owner contact address

Business owner email/telephone number

Business Bank account details

Personal bank account details (if no business account held)

Staff details

What is our legal basis for processing your personal data?

The General Data Protection Regulations (GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. The relevant condition is detailed below:

- Article 6 (1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Who we will share your information with?

Wherever possible we will use limited personal information to assess your application and eligibility for a Childcare Business Grant, however, we may need to share your personal data with internal departments, other organisations and third parties, this will include:

- Welsh Government
- Business Wales
- Cifas
- Companies House (if necessary)

How long do we keep hold of your information?

We will retain the information provided to us for the period of the grant programme and your information will be securely disposed of once it is no longer required.

Your Rights.

Under data protection law, you have rights including:

- Your right to rectification – you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;
- In certain circumstances (e.g. where accuracy is contested), to request that the processing of your personal data is restricted;
- In certain circumstances you have the right to object to the processing of your personal data;
- You have the right of access – you have the right to ask us for copies of your personal data.

To make a request, please contact:

Access to Records
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: accesstorecords@pembrokeshire.gov.uk

Telephone: 01437 775798

Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Website: <https://ico.org.uk/> Telephone No: 0303 123 1113

Changes to this privacy notice.

We keep our privacy notice under regular review.