

Privacy Notice

Newly Self-Employed Hardship Fund

The Data Controller of the information being collected is Aberdeenshire Council.
The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Aberdeenshire Council is administering the Scottish Government’s Coronavirus Newly Self Employed Hardship Fund.

Your information is being collected to use for the following purposes:

- To allow us to determine whether your business is eligible to receive funding from the Coronavirus Support Fund, and to administer that funding to your business;
- To verify your identity where required;
- To contact you by post, email or telephone

Your information is:

Being collected by Aberdeenshire Council	X
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The Legal Basis for collecting the information is:

Personal Data	
Performance of a Contract	X

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Failure to provide the required information will mean we are unable to process your application for support from the Scottish Government’s Newly Self-Employed Hardship Fund.

Your information will be shared with the following recipients or categories of recipient:

For the detection and prevention of fraud we may choose to share your data with:-

HM Revenue and Customs, National Fraud Initiative, Spikes Cavell , Sheriff Officers and Department of Work Pensions.

We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information will be shared with the Scottish Government for the purposes of determining your application and administering it. Your information may be shared with other business support providers including other business departments within Aberdeenshire Council and Business Gateway.

Your information will be transferred to or stored in the following countries and the

N/A

following safeguards are in place:

The retention period for the data is:

7 years

The following automated decision-making, including profiling, will be undertaken:

N/A

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
 - to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
 - to request access to your personal data;
 - to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
 - to request rectification or erasure of your personal data, as so far as the legislation permits.
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