

Privacy Notice for NHS Test and Trace Support Payments

Purpose for processing your information

To quickly and accurately assess your application for a Test and Trace Support Payment

We collect the following information:

Details about you and possibly people in your household. The information needed may include:

Name

Address

Date of birth

National Insurance Number

Information about your self-isolation due to coronavirus COVID19 including your NHS Test and Trace Unique ID

Income including earnings, self-employed accounts, benefits received/claimed

Capital including bank/building society accounts

Contact details including telephone number and email

Income for your partner

Your Covid-19 vaccination status

Details about your child if you are applying for a Payment due to the requirement that your child self-isolates. We may require their:

Name, age, education or care setting, Education, Health and Care Plan, notification of them being required to self-isolate, their vaccination status

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

How we collect your information

Information could be collected from:

You

Department of Health and Social Care (DHSC)/NHS

Department for Work and Pensions (DWP)

Her Majesty's Revenues and Customs (HMRC)

Your child's education or care setting

Other local authorities

Other Council Services

Third parties such as your employer. We will normally ask for your consent before doing this.

Information will be collected using different methods including by letter, email, face-to-face, online forms, electronic transfer of information from central government departments mainly DHSC, DWP and HMRC

Who the information is shared with

The information may be shared with the following:

You

Council staff employed to administer NHS Test and Trace Support Payments

Department of Health and Social Care (DHSC)/NHS

Department for Work and Pensions (DWP)

Her Majesty's Revenues and Customs (HMRC)

Your child's education or care setting

An external company who are paid to administer NHS Test and Trace Support Payments on behalf of the local authority

External companies who deliver services to enable your application for a NHS Test and Trace Support Payment to be processed, for example by supplying an online claim form service

Other Council Services

Other local authorities

TransUnion

The information you give us will be verified and subject to periodic review.

To validate your bank account details, we need to share relevant information you've given us with TransUnion. This will be used to ensure your Test and Trace Support Payment is paid to the correct bank account and to help prevent fraudulent use of the Test and Trace Support Payment scheme. This is not a credit check and won't impact your credit rating. For more information on how TransUnion may use your data, please visit <https://www.transunion.co.uk/legal/privacy-centre>.

Information will usually only be shared to enable quick and accurate assessment of your application for a NHS Test and Trace Support Payment. If we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud either in the Test and Trace Support Payment scheme or for wider benefit and fraud investigations, or if there is a risk of serious harm or threat to life. Information may also be shared with the Police if there is reason to believe you are not self-isolating when there is a legal requirement for you to do so.

How long do we keep your information?

Your information will be held for up to 6 years after your application for a NHS Test and Trace Support Payment was closed

Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete
- Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To submit a Subject Access Request visit our [request](#) page.

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it www.harrow.gov.uk/benefitsenquiryform

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details that may affect your entitlement to a Test and Trace Support Payment. You can do this using the evidence upload form www.harrow.gov.uk/testevidence