

## Privacy Notice: Self-Isolation Payments

This Privacy Notice sets out what personal data we will use, how we will use it, and why we need to, when an applicant applies for this support.

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on our website.

### 1. Who we are and what we do

On 28<sup>th</sup> September 2020, the Government passed into law a national Test and Trace Support scheme. From 12<sup>th</sup> October, a one-off payment of £500 or access to a discretionary fund will be available for eligible individuals. More information about this scheme can be found on the [Gov.uk website](#).

If you apply, we will need to process your personal data to assess whether you are eligible to receive financial support, and if so, to provide a payment to you. This Privacy Notice sets out what personal data we will use, how we will use it, and why we need to, when an applicant applies for this support.

#### Data Controller

The Department of Health and Social Care (DHSC) has commissioned NHS Test and Trace on behalf of the government and is the data controller for the purposes of providing Test and Trace data to Durham County Council

Durham County Council are the data controller for the purposes of assessing eligibility, administering and making payments under the Test and Trace Support scheme.

#### New package to support self-isolation

If you have been told by the NHS to self-isolate, either because you have tested positive for COVID-19 or you have been in contact with someone who has tested positive, you may be entitled to some financial support during your self-isolation period.

From 8 March 2021, you can make a claim because you need to take time off work to care for a child or young person who has been told to self-isolate by NHS Test and Trace or by their education or childcare setting because they have been identified as a close contact of someone who has tested positive for COVID-19.

As of 16<sup>th</sup> August 2021 fully vaccinated adults and children under 18 years and 6 months will no longer be required to isolate if they are identified as a contact of a positive case, and therefore will not be eligible for a Test and Trace Support Payment.

#### What are Self-Isolation Payments?

People who are eligible will receive: a £500 one-off Test and Trace Support payment or provision from the discretionary fund to remain at home to help stop the spread of the virus.

### 2. What type of personal information do we collect and how do we collect it?

We collect and process the personal data that you provide to us when completing your application for a self-isolation support payment, which may include:

- Full name of applicant;
- Date of birth
- Your National Insurance Number;
- Full residential address;
- Email address;
- Mobile telephone number;
- Home telephone number;
- Proxy applicant details (as above where you may nominate someone else to complete this application on your behalf);
- Employer name, address and telephone contact;
- NHS notification number (the unique reference you will be given by NHS Test and Trace Service to self-isolate);
- Full name of child or young person who is self-isolating;
- Name of child or young person's education or care setting and year group;
- Whether the child or young person has an Education, Health and Care Plan;
- Contact telephone number for the child or young person's education or care setting;
- Start and end dates of isolation period;
- Proof of self-employment e.g. recent business bank statement (within the last two months), most recent set of accounts or evidence of self-assessment;
- Proof of employment e.g. recent bank statement (within the last two months), most recent wage / salary slips;
- Bank account details.

### **Source and categories of personal data**

We will obtain data from the NHS Test and Trace Service to confirm that you have either tested positive for COVID-19 or you have been in close contact with someone who has tested positive for COVID-19.

We will obtain data from the NHS Test and Trace Service to confirm if you are fully vaccinated.

As this data is related to your health it is referred to as 'special category data'.

If you are making a claim because you have to take time off work to care for a child or young person we will also check with their education or care setting to verify the self-declared information provided is correct, and that the child or young person did not continue to attend the education or care setting when they should have been self-isolating.

You or your nominated representative will also provide us with additional personal data in relation to your application for a Self-Isolation Payment.

### **3. What is our lawful basis to obtain and use your personal information?**

We must have a legal basis to process your personal data. Our lawful basis in the processing that we'll undertake in assessing your eligibility for, and in making any self-isolation payment to you, is based on a legal obligation.

Where we use personal information to confirm that someone is eligible for a self-isolation payment, the sections of the law that apply are:

- GDPR 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
- GDPR Article 9(2)(i) – processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare;
- Data Protection Act 2018 Schedule 1 Part 1 (2) - health or social care purposes

Separately, we have special permission from the Secretary of State for Health and Social Care to use confidential patient information without people's consent for the purposes of diagnosing, recognising trends, controlling and preventing, and monitoring and managing communicable diseases and other risks to public health.

This is known as a 'section 251' approval and includes, for example, using your test results if you test positive for COVID-19 to start the contact-tracing process.

The part of the law that applies here is section 251 of the National Health Service Act 2006 and Regulation 3 of the associated Health Service (Control of Patient Information) Regulations 2002.

You can find more information on this via the NHS Contact Tracing Privacy Notice on the [Public Health England website](#)

### **4. What is your personal information used for?**

We will carry out checks with the NHS Test and Trace Service and the Department for Work and Pensions (DWP), for verification purposes, Her Majesty's Revenue and Customs (HMRC), for tax and National Insurance purposes, and potentially with your employer in validating your application.

Information relating to your application will also be sent to the DHSC to help understand public health implications, allow us to carry out anti-fraud checks and determine how well the scheme is performing.

We will not share this data with other organisations or individuals outside of Durham County Council for any other purpose.

We will provide information to HMRC in relation to any payments we make because Self-Isolation Payments are subject to tax. If you are self-employed, you will need to declare the payment on your self-assessment tax return.

### **5. Will your personal information be shared?**

These are the data processors and other recipients with which your personal data is shared:

- Her Majesty's Revenue and Customs (HMRC) for tax purposes;
- NHS Test and Trace Service for verification purposes;
- The Department for Work and Pensions (DWP) for verification purposes;
- The Department for Health and Social Care (DHSC) to help understand public health implications;
- Your employer for validation purposes;
- TransUnion to validate your bank account.

Your bank account is validated 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.>

## **6. How do we keep your information secure?**

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

## **7. How long will we keep your personal information?**

We will only keep your personal data for as long as it is needed for the purposes of the COVID-19 emergency, and for audit and payment purposes.

## **8. Personal information processed outside of the European Union (EU)?**

Your personal data will not be transferred outside of the UK, the European Economic Area (EEA) or to a data processor in a third country unless that country is covered by a European Union (EU) adequacy decision, or the transfer is under a contractual agreement which contains the necessary safeguards recognised by the Information Commissioner's Office (ICO) to protect your personal data.

## **9. Marketing**

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

## **10. What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;

- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

### **Automated decision making or profiling**

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

To learn more about your rights please see the [ICO website](#).

## **11. Further Information**

If you are unhappy or wish to complain about how your personal data is used as part of this programme, you should contact Durham County Council in the first instance.

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or write to:

DPO  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham County Council  
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545 745