



Self-Isolation Payment Privacy Notice

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Self-Isolation Payment Privacy Notice

On 28th September 2020, the Government implemented a national Test and Trace Support scheme. From 12th October, a one-off payment of £500 or access to a discretionary fund will be available for eligible individuals. [Find out more information about the Test and Trace Support Payment scheme.](#)

Wigan Council is the data controller for the purposes of assessing eligibility, administering and making payments under the Test and Trace Support scheme and is committed to protecting the privacy and security of your personal information. 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.

We recognise the need to treat personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

Our core obligations under the General Data Protection Regulation (GDPR) and commitments are set out in the Council's [Primary Privacy Notice](#).

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.

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.

This notice provides additional privacy information for:

- Self-Isolation Payment Applicants

It describes how we collect, use and share personal information about you

If you apply

- Before, during and after your relationship with us ends and

- The types of personal information we need to process, including information the law describes as 'special' because of its sensitivity.

Purpose(s):

We collect and process the personal data that you provide to us when completing your application for a self-isolation support payment.

The main purpose for processing your personal information is:

- To assess whether you are eligible to receive financial support, and if so, to provide a payment to you.

Categories of personal data:

In order to administer and make payments under the Support Scheme we collect the following information:

- Full name
- 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 and address
- NHS notification number (the unique reference you will be given by NHS Test and Trace Service to self-isolate)
- Bank account details
- National Insurance Number
- 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

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

We will be using the CTAS data to verify the NHS Track and Trace number issued to you to verify that you have been asked to self-isolate officially, this data is controlled by Public Health England.

The legal bases we rely on for processing 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 via our COVID-19 Testing Privacy Notice on our [Privacy notices web page](#).

Automated decision-making

All the decisions we make about you involve human intervention.

Cookies

Cookies are small text files that are placed on your browser. To find out how we use cookies please see our [cookie notice](#).

Data sharing

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 provide information to HMRC in relation to any payments we make because Self-Isolation Payments are subject to tax and National Insurance contributions. If

you are self-employed, you will need to declare the payment on your self-assessment tax return.

The authority has a duty to protect the public funds it administers and may use or share information held about you with other internal departments, other local authorities, government departments and/or law enforcement agencies for all lawful purposes, including but not limited to the prevention and detection of crime including fraud and money laundering.

Data retention

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.

International data transfers and storage

All systems and software utilised by the authority to deliver a track and trace function are entirely bounded within its internal IT infrastructure and no data is transferred outside the UK, EEA or to third countries.

Rights of access, correction, erasure, and restriction

You have the right to ask for your information or make a request regarding your data and there will not be a charge for you to do so. This is known as a [subject access / GDPR rights request](#).

To do this you can visit our website where you can make a [subject access / GDPR rights request online](#) or write to us at: Information Governance, Wigan Council, PO Box 100, Wigan WN1 3DS.

As part of a [subject access / GDPR rights request](#), you have the right to:

- Ask for access to your information
- To ask for your information to be corrected if it is inaccurate or incomplete
- To ask for your information to be deleted or removed where there is no need for us to continue processing it. (right to be forgotten)
- To ask us to restrict the use of your information
- To object to how your information is used.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances

You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Further details are contained within the [Council's Primary Privacy Notice](#) and should be read in conjunction with this document.

Data Protection Officer

If you wish to raise a concern about your data, or how your data has been handled, please contact our [Data Protection Officer](#).

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

Changes to this privacy notice

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.