

**The COVID-19 Self Isolation Payment Scheme  
PN-185**

**10/2020**

---

The '**COVID-19 Self Isolation Payment Scheme**' is for individuals on low incomes who need to self-isolate and are unable to work from home in areas with high incidence of COVID-19. It is a discretionary one-off payment. The payment is eligibility tested.

Administration of the payment, including eligibility testing is conducted by Nottingham City Council, who are the data controllers for the personal data that we process about you.

The Scheme requires personal data obtained from NHS Test and Trace and Public Health England (PHE). PHE is an executive agency of the Department of Health and Social Care (DHSC), NHS test and Trace is an organisation commissioned by DHSC. The DHSC is the data controller for the Test and Trace data provided to the Council.

When we process personal data relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for the following reasons:

- To administer the scheme within the local authority;
- To conduct eligibility assessments to consider your entitlement and level of support. This may require us to share your personal data with NHS Track and Trace, Department of Work and Pensions (DWP), Her Majesty's Revenue and Customs (HMRC) and your employer, if necessary;
- To provide tax and national insurance information (as the scheme is subject to tax and national insurance contributions). This will require us to share this information with HMRC;
- To provide DHSC with information to enable them to monitor and develop understanding of the public health implications of, and effectiveness of the scheme;
- For purposes related to track and trace and for purposes of diagnosing, recognising trends, controlling and preventing, and monitoring and managing communicable diseases and other risks to public health.;
- To facilitate us making the payments to you; and
- To carry out anti-fraud checks to protect the public fund.

When we process your personal data, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

## Lawful basis for processing

The basis under which the Council uses personal data for this purpose is that this is:

- **Necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.**

The Secretary of State for Health and Social Care has issued an order under regulation 3(4) of the Health Service (Control of Patient Information) Regulations 2002. This requires public authorities, including the Council, to process confidential patient information in accordance with regulation 3(1) of the Health Service (Control of Patient Information) Regulations 2002 for purposes relating to COVID-19.

We also operate under the provisions of the Localism Act 2011.

The information provided by you will include the following special categories of personal data:

- Physical or mental health

Information in these categories is used by the Council on the basis that such use is:

- **Necessary for reasons of substantial public interest;**
- **Necessary for health or social care purposes; and**
- **Necessary for reasons of public interest in the area of public health.**

Personal data will be processed in accordance with the provisions of the General Data Protection Regulation and the Data Protection Act 2018.

## Do you need to provide the information?

In order to apply for and to receive the payment, you are required to provide some of the information that is specified here. If we were not able to process the information or were not able to obtain it from you, we would not be able to conduct any eligibility assessments and would not be able to make the payment to you.

## How long will NCC retain the data for?

The information that you have provided will be kept for **a period of seven years.**

## Can the information be used for any other purpose?

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

The General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as 'the right to be forgotten'
- A right to in certain circumstances to request restriction of processing

- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

### Data Protection Officer

The Data Protection Officer for the Council is Naomi Matthews. You can contact the data protection officer at:

Loxley House,  
Station Street,  
Nottingham,  
NG2 3NG

or at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk) .

The Data Protection Officer for the DHSC can be contacted at:

The Data Protection Officer,  
Department of Health and Social Care,  
1<sup>st</sup> Floor North,  
39 Victoria Street,  
London,  
SW1H 0EU

or at [data\\_protection@dhsc.gov.uk](mailto:data_protection@dhsc.gov.uk)

### Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at [www.ico.org.uk](http://www.ico.org.uk). You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,  
Water Lane  
Wilmslow,  
Cheshire  
SK95AF

[www.ico.org.uk](http://www.ico.org.uk)

### Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .