



## **Privacy Notice – Crisis and Community Care Grants**

This notice is provided to explain what information the council needs in order to process applications for Crisis and Community Care Grants and what the council does with the information.

### **Who is responsible for your information?**

All personal information is held and processed by West Lothian Council having its headquarters at West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF. Within West Lothian Council, the information will be processed by the Benefit and Financial Support, Anti-Poverty Service (contact name : Elaine Nisbet, contact details: [scottishwelfarefund@westlothian.gov.uk](mailto:scottishwelfarefund@westlothian.gov.uk)) in accordance with the data protection law.

### **What information do we need?**

West Lothian Council will collect personal information about you and your family. Personal data is collected from the application form, by letter, by email or by accessing the Department for Work and Pensions system. This information will include:

- Details about you and your partner including name, address, telephone number, email address, national insurance number and date of birth;
- Information about ethnic origin, religion and disabilities
- Income details for you, your partner and anyone living with you including earnings, allowances, savings and investments;
- Other relevant information needed to process your application such as the name of any organisation providing you with additional support

### **Why do we need your information?**

We need this information to process your application or enquiry in relation to Crisis and Community Care Grants. Information is also required for the purpose of reporting to the Scottish Government (such as information concerning ethnic origin, religion and disabilities).

### **What is the legal basis for us to process your data?**

The legal basis for processing the data is:

- We have a legal obligation.
- We need it to perform a public task.
- We need it for reasons of substantial public interest.
- In limited circumstances, your consent. Where the council wishes to refer you to other services or agencies, the council will seek your consent to do so, as appropriate. Where consent is used as the legal basis to process your personal information, you can withdraw

your consent to that processing at any time by contacting Elaine Nisbet (contact details noted above).

### **Who will we share your information with?**

To enable the council to administer your application for Crisis or Community Care Grants, we will share information where necessary or where we are required by law with partner organisations, such as:

- The Department for Work and Pensions and other Government departments;
- Police Scotland and other United Kingdom police authorities;
- Scottish Government;
- Other Local Authorities.
- Other internal council services.
- Contracted external suppliers.

Where the council wishes to refer you to other services or agencies, the council will seek your consent to do so as appropriate.

### **How long do we keep your information?**

The council will only keep your information as long as necessary. For the purposes detailed above this is for a period of six years after the end of the financial year in which you made your application. After this time your information will be securely destroyed.

### **Providing accurate information**

It is important that we hold accurate and up to date information about you in order to assess your needs and process your application. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

### **Your rights and further information**

Under data protection law, you have rights. The rights available vary depending on the legal basis used for the processing and include:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances. This right does not apply where we are processing the information to carry out a legal obligation or carry out a public task.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances. The right to object does not apply where you have provided your consent to the processing (but where consent is the legal basis for processing your information, you have the right to withdraw your consent) or where we are processing the information to carry out a legal obligation.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances. This right does not apply where we are processing the information to carry out a legal obligation or carry out a public task.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [scottishwelfarefund@westlothian.gov.uk](mailto:scottishwelfarefund@westlothian.gov.uk) or by phone 01506 280000 or by post to West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF if you wish to make a request.

If you have any questions or concerns about how your information is used, please contact Scottish Welfare Fund, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk). More information about data protection and how it applies to you, including how you can make a complaint, is available from the Information Commissioner's Office.

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data.

The Information Commissioner's Office address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Information Commissioner's Office website: <https://www.ico.org.uk>