

Privacy Notice – Education Maintenance Allowance application

Who is collecting this information?

Education Maintenance Allowance (EMA) is a programme funded by the Scottish Government and administered by Local Authorities. Within West Lothian Council, having its headquarters at West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF, the information you provide will be held by the Anti-Poverty Service (contact name: Nahid Hanif contact details: EducationBenefits@westlothian.gov.uk).

What information do we need?

Name
Date of Birth
Address
School attended
The student's personal email address
A bank account
Proof of household income
Proof of guardianship
Proof of Lone-Parent Household

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

The legal basis for processing the data is:

We need it to perform a public task. We provide this service as part of our statutory function as your local authority.

How will we use the information?

The information you supply will be used for the purposes of assessment, award, payment and where necessary, recovery of the EMA.

How will we store this information?

The information will be stored in a secure database. Paper records will be kept in secure storage facilities.

Who will we share it with?

The information you provide will be used for the assessment and provision of EMA. The school will be informed at the point when your claim has been approved. The school will provide the Anti-Poverty Service with information about attendance, and this information will be shared with finance in order to make EMA payments. We may check the personal information with other services within the council to verify eligibility for EMA; to improve uptake of other benefits you may be eligible for; to prevent and detect crime and to make sure the personal information is accurate. We are required to provide information to the Scottish Government, to meet the requirements of the EMA model. Other than this, we will not disclose your information to any organisation outside the Council except if required to do so by law.

How long will we keep it for?

The information will be kept for 7 years.

Your Rights

Under data protection law, you have rights including:

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 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.

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 EducationBenefits@westlothian.gov.uk or by post to West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF if you wish to make a request.

How to make changes to your information

It is important the information we hold is correct, if you need to make any changes, please e-mail: EducationBenefits@westlothian.gov.uk .

Who to contact if you need to make a complaint

If you wish to complain about the way your information is held or processed, you can do so by e-mailing EducationBenefits@westlothian.gov.uk or phoning 01506 280000

If you have any questions or concerns about how your information is used please 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 More information about data protection and how it applies to you, including how to 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>