

## **Privacy Notice - Education Services**

School Clothing Grants, Free School Meals & Milk

### **USING YOUR PERSONAL INFORMATION**

#### **Who is collecting this information?**

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 : Nahid Hanif contact details: EducationBenefits@westlothian.gov.uk)

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

Information is collected from your application form and any supporting evidence which you submit to us.

Where you apply for a school clothing grant and have indicated on your application form that you wish us to check Council Tax Reduction records we can also obtain information from Council Tax Reduction records.

The information can include :

- Address
- Date of Birth
- National Insurance Number
- Income
- Child's name
- Bank Details
- Council Tax Reduction information

#### **How will we use the information?**

We will use the information to process and assess your request for free school meals & milk and/or school clothing grant.

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

The legal basis for processing the data is:

- We have a legal obligation.
- Your consent, where you have indicated on an application for school clothing grant that you wish us to check Council Tax Reduction Records. 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 Nahid Hanif (contact details noted above).

### **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 will be shared with finance in order to make a school clothing grant payment, and/or the relevant educational establishment at the point when free school meals/milk have been allocated. We may check your personal information with other services within the council in order to verify eligibility to free school meals/milk and/or school clothing grant, to prevent and detect crime and make sure the personal information is accurate. 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. 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 does not apply where we are processing the information due to a legal obligation.

**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 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 does not apply where we are processing the information due to a legal obligation.

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](mailto: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 after you have submitted your application, please e-mail [EducationBenefits@westlothian.gov.uk](mailto: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](mailto:EducationBenefits@westlothian.gov.uk) or phoning 01506 280000.

If you have any questions or concerns about how your information is used 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 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>