

Privacy Notice – Milk and Healthy Snack Scheme

The information we collect

In order to register to the new Scottish Milk and Healthy Snack Scheme an online application form must be completed which will ask for the following information: -

- Details of your childcare setting(s) including registered name, trading address, childcare service type, and care inspectorate registration number
- Applicant information including name, position/title, email address and contact number
- Other supporting application information (day care session information, numbers of eligible children, anticipated serving numbers)

Childcare settings not in partnership with West Lothian Council will be required to complete and return a short Supplier Information Form which will allow us to get business bank account information for payments to be made to.

Our legal basis

West Lothian Council is the Data Controller for this information. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in accordance with Data Protection Law. The Council understands our legal basis for processing personal data in relation to the Scheme as Article 6(1)(e) of the General Data Protection Regulations (GDPR). This is because administering the Scheme on behalf of the Scottish Government is part of our public task under The Milk and Healthy Snack Scheme (Scotland) Regulations 2021.

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use the information we hold about you?

The information you provide will be used for the purposes of: -

- completing the registration process
- checking and verifying your childcare setting(s) eligibility to the Scottish Milk and Healthy Snack Scheme
- the transfer of funds.

Your information will also be used for auditing and reporting purposes. We are legally obliged to safeguard public funds, so we are required to verify and check your details for fraud prevention.

Who will we share your information with?

Your information will be shared with the Scottish Government on whose behalf we are administering the Scheme.

How long do we keep your records?

We only keep your information for the minimum period of time necessary. In this case the retention period is likely to be seven years but as this is a new Scheme, we will follow any guidance in relation to how long we keep this information. This privacy notice will be updated accordingly.

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 erasure - You have the right to ask us to erase your personal information in certain circumstances.

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 the right to object to 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.

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. To make a request please contact us at Education Customer Services, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

Providing accurate information

It is important the information we hold is correct. If you need to make any changes, please email MilkandHealthySnackScheme@westlothian.gov.uk.

Further information

If you have any questions or concerns about how your information is used, please contact us at the address above. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@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 at <https://ico.org.uk/>

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113