



Privacy Notice – Scheme of Assistance (SOA) Housing Strategy & Development

This notice explains what information the council needs in order to process your eligibility to receive support from the Scheme of Assistance Grant Relating to Works for An Occupant with Disabilities.

Information held about you

West Lothian Council will collect the following personal information about you:

- Name, phone number, date of birth and address
- What sort of property you live in (Flat/House, Detached/semi-detached etc)
- Your connection with the property (owner, tenant etc)
- Benefits eligibility
- Printed name and Signature
- Details of Aids or Adaptations required at your address
- Information detailing disabilities

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 information we hold about you?

We will use this information to process your eligibility to receive grant funding from the Scheme of Assistance Grant Relating to Works for An Occupant with Disabilities. We are obligated to collect this data under The Housing (Scotland) Act 2006 and The Housing (Scotland) Act 2006 (Scheme of Assistance) Regulations 2008.

We will only use your personal information where it is permitted by law and where:

- You have given us your consent to use your personal information to access grant funding under The Housing (Scotland) Act 2006 (Scheme of Assistance) Regulations 2008;
- We need to use your personal information to perform our contract with you;
- We need to use your personal information to comply with our legal or regulatory obligations as a Local Authority;

DATA LABEL: Public

- It is in our legitimate interests to process your personal information (such as our legitimate interests to identify improvements in our services to you, and our legitimate interests to obtain feedback on our services) and there is no disadvantage to you or risk to your personal information.

Who we will share your information with?

To obtain the extract, the application and supporting documentation will be shared with the legal department.

How long do we keep your records?

All documentation in relation to your grant application is stored for 10 years as a condition of receipt of the grant. After this retention period your data will be destroyed.

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 for information, amendment or erasure, you will need to put your request in writing to the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – dpo@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to process your application, and meet our obligations set out in The Housing (Scotland) Act 2006 and The Housing (Scotland) Act 2006 (Scheme of Assistance) Regulations 2008.

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. You can do this by contacting us via email at soadmin@westlothian.gov.uk

Further information

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 or 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](#)

The ICO's address:

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

Helpline number: 0303 123 1113