

BUSINESS SUPPORT FUND PRIVACY NOTICE

Who we are:

West Lothian Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF, and you can contact our Data Protection Officer by post at this address or, by email at: dpo@westlothian.gov.uk.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to determine whether your business is eligible to receive funding from the Coronavirus Support Fund, and to administer that funding to your business. We also use your information to verify your identity where required, to carry out bank account verification, to carry out company/business checks, to contact you by post, email or telephone and to maintain our records. This local authority is administering the Scottish Government Coronavirus Business Support Fund.

Legal basis for using your information:

The council is legally obliged to safeguard public funds. Section 95 of the Local Government (Scotland) Act 1973 provides that the council is obliged to make arrangements for the proper administration of its financial affairs. The legal bases used for processing the personal information are:

- The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the council
- Substantial public interest

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details and your company's/business' details for fraud prevention. We may share personal information internally and with other public bodies, credit reference agencies, credit reporting companies and other organisations or bodies who may carry out bank account verification or company/business checks (and also receive information internally and from these agencies, organisations, companies and bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as other local authorities or HMRC and will do so where the law requires this. In order to meet our legal obligations and to promote openness & transparency around the use of public funds, grant recipients should be aware that details of these payments may be disclosed. This disclosure may include the name of the payee and the date, sum, and subject of the payment. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

Your information will be shared with the Scottish Government for the purposes of determining your application and administering it. The Scottish Government or individual local authorities may publish a full list of properties against which either a small business grant or a retail, hospitality and leisure grant has been paid.

How long do we keep your information for?

Information in relation to funding applications is kept for 6 years after the end of the current financial year. The financial year ends on 31 March.

Your rights under data protection law:

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. You may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you in certain circumstances such as:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of your personal information – see

Objecting to how we may use your information below

- our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where you contest the accuracy of the personal information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data as you require this to be retained in relation to legal claims.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to West Lothian Council. We will only use this information in accordance with the terms of this Privacy Notice

Complaints:

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dpo@westlothian.gov.uk.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113. Visit their website for more information at- <https://ico.org.uk/concerns>