



Privacy Notice – Scottish Welfare Fund

This notice is provided to explain what information the council needs in order to process applications for Crisis and Community Care Grants.

Who is responsible for your information?

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

What information do we need?

West Lothian Council will collect personal information about you and your family. This information will include:

- Details about you and your partner including name, address, telephone number, email address, national insurance number and date of birth;
- Income details for you, your partner and anyone living with you including earnings, allowances, savings and investments;
- Other relevant information needed to process your application such as the name of any organisation providing you with additional support

Why do we need your information?

We need this information to process your application or enquiry for Scottish Welfare Fund payments. If this information is not provided it may affect our ability to process your enquiry or application.

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

The legal basis for processing the data is:

- Your consent, which you can withdraw at any time by notifying us. Please be advised that where consent is withdrawn your application for Housing Benefit and/or Council Tax Reduction will no longer be able to be processed. Consent is unable to be withdrawn in cases for the prevention of crime
- Our legal obligation under the following legislation: [The Social Security \(Information-sharing in relation to Welfare Services etc.\) Regulations 2012](#)
- The prevention/detection of crime, including false representation in accordance with the [Fraud Act](#)

Who will we share your information with?

To enable the council to administer your Scottish Welfare Fund application, we will share information where we are required by law with partner organisations, such as:

- The Department for Work and Pensions and other Government departments;
- Police Scotland and other United Kingdom police authorities;
- Scottish Government;
- Other Local Authorities.
- Other internal council services.
- Contracted external suppliers.

How long do we keep your information?

The council will only keep your information as long as necessary. For the purposes detailed above this is for a maximum of seven years. After this time your information will be securely destroyed.

Providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and process your application. 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.

Your rights and further information

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

If you have any questions or concerns about how your information is used, please contact Scottish Welfare Fund, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF. You can also contact the Data Protection Office, 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 you can make a complaint, is available from the Information Commissioner's Office.