

Privacy Notice - Education Services

School Clothing Grants, Free School Meals & Milk

USING YOUR PERSONAL INFORMATION

Who is collecting this information?

The request for this information is by West Lothian Council, Education Services – Customer Services Department.

How will we use the information?

The Information collected in this form will allow us to process your request for free school meals & milk and/or school clothing grant

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 you provide will be used for the assessment and provision of free school meals and/or school clothing grant for your child/children. 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 have been allocated. We may check your personal information with other services within the council in order to verify eligibility to free school meals 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

How you can see the information we hold?

You have a right to request your information and, in some cases, ask for it to be changed or deleted. To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

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 or phone 01506 281952.

Who to contact if you need to make a complaint or

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 or phoning 01506 281952.

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. 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.