

CORONAVIRUS BUSINESS SUPPORT FUND

BUSINESS SUPPORT APPLICATION FORM



1. ABOUT THE SCOTTISH GOVERNMENT CORONAVIRUS BUSINESS SUPPORT FUND

The Scottish Government Coronavirus Business Support Fund is being administered by Local Authorities. It consists of the Small Business Grant Fund and the Retail, Hospitality and Leisure Grant Fund.

Eligible business ratepayers can apply for these grant funds up **until 31 March 2021**. The grants are aimed at helping to keep small and medium-sized companies in business and keep productive capacity so that they can recover. Their intention is to:

- Protect jobs
- Prevent business closure
- Promote economic recovery

This Fund is part of a suite of measures designed to support businesses experiencing hardship as a result of COVID-19. To support as many different types, sizes, and sectors of business as is possible, recipients of one Fund may not be eligible to receive support from another. Businesses are encouraged to refrain from claiming additional grant support unless absolutely necessary and, when making this determination, to consider on the Scheme's objectives above.

2. SMALL BUSINESS GRANT FUND – Who's eligible?

Ratepayers of businesses located in a non-domestic property on **17 March 2020** can apply to access a support fund and receive a small business support grant of £10,000 if they are:

- a) in receipt of the Small Business Bonus Scheme (SBBS);
- b) in receipt of Rural Relief or;
- c) eligible for SBBS but in receipt of Nursery Relief, Disabled Relief, Fresh Start Relief, Business Growth Accelerator Relief, Enterprise Areas Relief, Discretionary Sports Relief or Charitable Rates Relief.

From **5 May 2020**, ratepayers with **multiple business properties** meeting these criteria are eligible to receive a **one-off grant of £10,000 for their first property, and £7,500 for each subsequent qualifying property**. These are only available to ratepayers whose premises were occupied on 17 March 2020 for the business uses specified.

From **5 May 2020**, new arrangements will enable ratepayers of properties in the **Retail, Hospitality, and Leisure** sectors & previously ineligible for support to access the Small Business Grant Fund. Ratepayers operating properties in Retail, Hospitality, and Leisure **where individual rateable values do not exceed £18,000 and cumulative rateable value is between £35,001 -£51,000**, will now be able to apply for the Small Business Grant Fund for **each** of their Retail, Hospitality or Leisure properties.

3. RETAIL, HOSPITALITY, AND LEISURE GRANT FUND – Who's eligible?

Ratepayers of businesses in the Retail, Hospitality, and Leisure sectors operating in premises with a rateable value between **£18,001 - £51,000 inclusive** can apply for a Grant of **£25,000**.

From **5 May 2020**, ratepayers with **multiple business properties** which meet these criteria are eligible to receive a **one-off grant of £25,000 for their first property and £18,750 for each subsequent qualifying property**. These are only available to a ratepayer whose premises were occupied on **17 March 2020** for the business uses specified.

4. IMPORTANT NOTES – PLEASE READ

- a) **These payments are grants.** A grant awarded on a valid application, does not need to be refunded by the recipient.
- b) In each case, the rateable value & listed purpose used to assess eligibility are those on **17 March 2020** (regardless of any subsequent amendment on appeal).
- c) Information provided by an applicant will be **verified against other information sources** held by this Council. This will assist timely application processing, fraud prevention and for auditing purposes.
- d) Councils will aim to make payment **within 10 working days** from receipt of a fully completed application and once all information and evidence in support of an application has been verified. **Applications may be subject to delay if incomplete or incorrect details are supplied.**
- e) If a grant is awarded on the basis of false or inaccurate information, **it may result in arrangements being made to recover the award**, and legal proceedings being initiated.

Please complete all of the parts of this application that apply to you in full and email a copy to your local authority at businessrates@westlothian.gov.uk.

West Lothian Council will review your application and assess if you are eligible for the grant.

The deadline for applications to the Business Support Fund is **31 March 2021**.

5. HOW TO APPLY

- a) This Scheme is administered by Local Authorities. Applications should be returned directly to them.
- b) Applicants are required to submit **separate applications for each individual eligible property.**
- c) Ratepayers with multiple eligible properties in different Local Authorities are required to make **separate applications to each** Authority in which the properties are situated
- d) In all applications, ratepayers **must disclose** the details of previous applications for grant support under this Scheme, whether the application was approved or otherwise.
- e) You must submit all **necessary supporting information** with your application. Failure to submit required documentation may result in a delay.

Please select which grant you would like to apply for:

SMALL BUSINESS SUPPORT FUND

First-time application for a one-off £10,000 grant available for the business ratepayers of a property which had a rateable value of £18,000 or less, and were, on 17 March 2020;

- 1) in receipt of the Small Business Bonus Scheme (SBBS),
- 2) in receipt of Rural Relief, or
- 3) eligible for SBBS but in receipt of Nursery Relief, Disabled Relief, Fresh Start Relief, Business Growth Accelerator Relief, Enterprise Areas Relief, Discretionary Sports Relief or Charitable Rates Relief.

Application for grant support of £7,500 for additional properties which qualify under the Small Business Support Grant.

Application for a one-off £10,000 grant (£7,500 for subsequent qualifying properties) for business ratepayers with Retail, Hospitality and Leisure properties, with individual rateable values under £18,000 but a cumulative rateable value between £35,001 and £51,000.

If you are eligible for any of the Small Business Grants, please proceed to **SECTION 1**.

RETAIL, HOSPITALITY and LEISURE SUPPORT GRANT

First-time application for a one-off £25,000 grant available for the business ratepayers of a property with a rateable value between £18,001 and £51,000 in the retail, hospitality, and leisure sectors

Application for grant support of £18,750 for additional properties which qualify under the Retail, Hospitality and Leisure Grant Fund

If you are eligible for any of the Retail, Hospitality and Leisure grant please proceed to **SECTION 2**.

SECTION 1: ELIGIBILITY FOR THE SMALL BUSINESS GRANT FUND

| <i>Nature of application</i> | Initial/sole eligible property £10,000 | Subsequent eligible property £7,500 |
|--|--|-------------------------------------|
| <p>Please indicate whether you are applying for an initial payment of £10,000 for your first application <u>or</u> an additional payment of £7,500 for subsequent qualifying properties.</p> <p>Note that applicants must submit individual applications for each eligible property</p> | | |

If you have already applied for a small business grant, please indicate on page 13 to which local authority the application was made.

To be eligible for a one-off payment of £10,000 (£7,500 for each additional qualifying property thereafter), statements a) and b) must apply to your business.

If you are a ratepayer of multiple Retail, Hospitality or Leisure properties with individual rateable values under £18,000 but a cumulative rateable value between £35,001 - £51,000, go to section 1A on page 6.

| <i>Please tick the statement that applies to your business</i> | Yes | No | Guidance Note |
|--|-----|----|--|
| <p>(a) You were in occupation of the business premises on 17 March 2020 and in receipt of any of the following reliefs:</p> <ul style="list-style-type: none"> • Small Business Bonus Scheme (SBBS) • Rural Rate Relief • Nursery Relief but eligible for SBBS • Disability Relief but eligible for SBBS • Business Growth Accelerator Relief but eligible for SBBS • Fresh Start Relief but eligible for SBBS • Enterprise Area Relief but eligible for SBBS • Discretionary Sports Relief but eligible for SBBS • Charitable Rates Relief but eligible for SBBS | | | <p>Information on SBBS eligibility is available at: https://www.mygov.scot/non-domestic-rates-relief/small-business-bonus-scheme/</p> |
| <p>(b) Your property is NOT one of the following listed property types. (Property types can be checked by inputting your property details into www.saa.gov.uk):</p> <ul style="list-style-type: none"> • Advertising • Anemometer Mast • ATM Site • Boathouse • Bothy • Burial Ground • Cable | | | <p>If your property is listed as any of the property types listed, then you are not eligible for this grant. This list is not exhaustive and properties that fall in similar categories may not be eligible.</p> |

| | | | |
|---|--|--|--|
| <ul style="list-style-type: none"> • Car Park • Car Space • Castle • Common Room • Coup • Deer Forest • Display Area • Electricity • Fishing Hut • Fuel Tank • Gallop • Game Larder • Grazings • Ground • Hangar • Heliport • Holiday Hut • Hut • Jetty • Land • Lighthouse • Lock-Up • Mast • Monitoring Site • Oil Tank • Parking Bay • Peat Moss • Pier • Pigeon Loft • Public Toilet • Quarry • Sand & Gravel • Shootings • Site • Site Huts • Slipway • Stance • Taxi Rank • Telecommunications • Time Share Units • Traffic Monitoring • Waste • Waste Water Treatment • Water • Weighbridge • Wind turbine • Yard | | | |
|---|--|--|--|

SECTION 1A: RETAIL, HOSPITALITY AND LEISURE PROPERTIES ELIGIBLE FOR THE SMALL BUSINESS GRANT FUND

| <i>Nature of application</i> | Initial/sole eligible property £10,000 | Subsequent eligible property £7,500 |
|--|---|--|
| <p>Please indicate whether you are applying for an initial payment of £10,000 for your first application <u>or</u> an additional payment of £7,500 for subsequent qualifying properties.</p> <p>Note that applicants must submit individual applications for each eligible property</p> | | |

If you have already applied for a Small Business Grant, please indicate on page 13 to which Local Authority that application was made.

For business ratepayers occupying multiple Retail, Hospitality, and Leisure properties with individual rateable values under £18,000 but a cumulative rateable value between £35,001 and £51,000, **please complete the following:**

1. To be eligible for a one-off payment of £10,000 (£7500 for each additional qualifying property thereafter), statements a) b) and c) must apply to your business.

| <i>Please tick the statement that applies to your business</i> | Yes | No | Guidance Note |
|--|------------|-----------|---|
| <p>(a) Please confirm :</p> <ul style="list-style-type: none"> • you have multiple retail, hospitality or leisure properties with individual rateable values under £18,000 but cumulative rateable value is between £35,001 and £51,000; and, • you were in occupation of the business premises on 17 March 2020 | | | <p>Please provide information of all those properties at Section 3</p> |
| <p>(b) The business operates in a premise in the retail, hospitality, and leisure sectors currently in one of the following:</p> <ul style="list-style-type: none"> • Amusements • Animal Welfare • Arts Centre • Auction Mart • Bakery • Bed & Breakfast Accommodation • Bingo Hall • Bowling Alley • Bowling Club • Cafe | | | <p>If you feel your property should qualify based on this list but is not listed here please continue the application and see section 3(d) below.</p> |

| | | | |
|---|--|--|--|
| <ul style="list-style-type: none"> • Camping Site • Car Wash • Caravan • Caravan Site • Chalet • Cinema • Clinic • Club • Cricket Club • Depot • Entertainment Centre • Exhibition Venue • Football Ground • Funeral Parlour • Gallery • Garden • Garden Centre • Golf Club • Golf Driving Range • Guest House • Hall • Harbour • Hostel • Hotel • Ice Rink • Kiosk • Laundry • Leisure Centre • Market • Military Facility • Museum • Office • Outdoor Centre • Park • Petrol Filling Station • Play Centre • Playing Field • Post Office • Public House • Race Track • Racecourse • Recreation Ground • Restaurant • Retail Warehouse • Riding School • Sailing Club • Self-catering • Shooting Range | | | |
|---|--|--|--|

| | | | |
|---|--|--|---|
| <ul style="list-style-type: none"> • Shop • Showhouse • Showroom • Ski Club • Snack Bar • Snooker Club • Sports Centre • Sports Ground • Squash Club • Stable • Stadium • Sui Generis • Swimming Pool • Tennis Club • Theatre • Visitor Centre • Warehouse • Workshop • Youth Hostel | | | |
| <p>(c) The non-domestic premise is <u>NOT</u> one of property types listed below:</p> <ul style="list-style-type: none"> • Boathouse • Site • Slipway • Stance • Time Share Units | | | <p>Only properties in the retail, hospitality, and leisure sectors qualify for this grant. In addition, if your property is listed as any of the property types listed here then you are not eligible for this grant. This list is not exhaustive and properties that fall in similar categories may not be eligible.</p> |

Proceed to **SECTION 3** once you have completed this section.

SECTION 2: ELIGIBILITY FOR THE RETAIL, HOSPITALITY AND LEISURE GRANT FUND

| <i>Nature of application</i> | Initial/sole eligible property £25,000 | Subsequent eligible property £18,750 |
|---|---|---|
| <p>Please indicate whether you are applying for an initial payment of £25,000 for your first application <u>or</u> additional payment(s) of £18,750 for subsequent qualifying properties.</p> <p>Note that applicants must submit individual applications for each eligible property</p> | | |

If you have already applied for a Retail, Hospitality and Leisure grant, please indicate on page 13 to which local authority that application was made.

1. To be eligible for a one-off payment of £25,000 (£18,750 for each additional qualifying property thereafter), statements a) b) and c) must apply to your business.

| <i>Please tick the statement that applies to your business</i> | Yes | No | Guidance Note |
|--|------------|-----------|--|
| (a) You were in occupation of the business premises on 17 March 2020. | | | |
| <p>(b) The business operates currently in a premise in the Retail, Hospitality and Leisure sectors in one of the following:</p> <ul style="list-style-type: none"> • Amusements • Animal Welfare • Arts Centre • Auction Mart • Bakery • Bed & Breakfast Accommodation • Bingo Hall • Bowling Alley • Bowling Club • Cafe • Camping Site • Car Wash • Caravan • Caravan Site • Chalet • Cinema • Clinic • Club • Cricket Club • Depot • Entertainment Centre • Exhibition Venue • Football Ground • Funeral Parlour • Gallery • Garden | | | If you feel your property should qualify based on this list but is not listed here please continue the application and see section 3(d) below. |

| | | | |
|--|--|--|--|
| <ul style="list-style-type: none"> • Garden Centre • Golf Club • Golf Driving Range • Guest House • Hall • Harbour • Hostel • Hotel • Ice Rink • Kiosk • Laundry • Leisure Centre • Market • Military Facility • Museum • Office • Outdoor Centre • Park • Petrol Filling Station • Play Centre • Playing Field • Post Office • Public House • Race Track • Racecourse • Recreation Ground • Restaurant • Retail Warehouse • Riding School • Sailing Club • Self-catering • Shooting Range • Shop • Showhouse • Showroom • Ski Club • Snack Bar • Snooker Club • Sports Centre • Sports Ground • Squash Club • Stable • Stadium • Sui Generis • Swimming Pool • Tennis Club • Theatre • Visitor Centre | | | |
|--|--|--|--|

| | | | |
|---|--|--|---|
| <ul style="list-style-type: none"> • Warehouse • Workshop • Youth Hostel | | | |
| <p>(c) The non-domestic premise is <u>NOT</u> one of property types listed below:</p> <ul style="list-style-type: none"> • Boathouse • Site • Slipway • Stance • Time Share Units | | | <p>Only properties in the retail, hospitality, and leisure sectors qualify for this grant. In addition, if your property is listed as any of the property types listed here then you are not eligible for this grant. This list is not exhaustive and properties that fall in similar categories may not be eligible.</p> |

Proceed to **SECTION 3** once you have completed this section.

SECTION 3: ABOUT YOUR BUSINESS(ES)

Ratepayers with multiple properties in a single Local Authority area which each meet the preceding eligibility criteria may list them here.

| ABOUT YOUR BUSINESS AND PROPERTY | Guidance Note |
|--|---|
| (a) The 'trading' name of business | The name on the 'shopfront' and/or used on a day to day basis. If you are a Sole Trader, please provide your name if different from the trading name. |
| | |
| (b) The 'legal' name of business (even if same as above) | The formal 'legal' name of the business used with, for example, HMRC, Companies House etc. |
| | |
| (c) A rates or other identifying reference number for your business (if available) | Your rates reference will be on your 2019-20 rates bill. |
| | |
| (d) Provide the following information: Full Address and Post Code of your non-domestic premises | |
| | |
| (e) What use are the business premises put to? | Briefly describe what your business does e.g. sandwich shop; Italian restaurant; bar and music venue; clothes shop; café etc. If your property is not included in the description supplied in Sections 1 & 2 above, please provide a detailed description of the nature and function of your property. |
| | |

| | |
|---|--|
| <p>(f) For premises which are self-catering premises or caravans please confirm:</p> <p>(i) receipts represent a primary source of earnings (for example, one third or more); and</p> <p>(ii) the property has been let out for 140 days or more in financial year 2019-20</p> | <p>Please provide evidence of this with your application, for example a booking list, or a copy of public liability insurance cover.</p> |
|---|--|

DECLARATION OF PREVIOUS SUPPORT

If you have made other applications for support from either the **Small Business Grant Fund** or the **Retail, Hospitality, and Leisure Grant Fund**, please list them here.

Please include the value of grant applied for/awarded and the Local Authority in which you applied.

| Business Name | Value/type of Grant Support | Local Authority |
|---------------|-----------------------------|-----------------|
| | | |

SECTION 4: CONTACT DETAILS

Please provide the full name and contact details for the person within the applicant business to whom any queries relating to this application should be directed.

| CONTACT DETAILS | |
|--|--|
| First and last name | |
| Job Title | |
| E-mail | |
| Tel/Mob. No. | |
| Correspondence address (if different from address given above) | |

SECTION 5: BANK ACCOUNT DETAILS

You must provide details of the bank account to which any funds should be paid. Applicants should also provide with the application a scanned recent bank statement (detailing business transactions) or image of the nominated online account dated within 3 months of the application date.

| BANK ACCOUNT DETAILS | |
|--|--|
| Name <i>Please indicate if this is Business or Personal account. If you are requesting payment to a personal account, please provide a brief explanation.</i> | |
| Account Name | |
| Account Number | |
| Sort Code | |

SECTION 6: STATE AID

| STATE AID | | | |
|--|------------------------------|-------------------------|--------------------|
| <p>These grants could be considered as ‘State Aid’ under European Commission rules, which can limit the amount of such aid per recipient. The European Commission Temporary Framework enables Member States to grant aid to undertakings facing difficulty as a result of the COVID-19 outbreak.</p> <p>The Temporary Framework only covers support granted to businesses which were not already in financial difficulty on 31 December 2019.</p> <p>Temporary Framework only covers support granted to businesses no later than 31 December 2020. Grants after this date will be awarded under the De Minimis Framework.</p> <p>Further information on State Aid is available at: https://www.gov.scot/publications/coronavirus-covid-19-state-aid-public-authorities/</p> | | | |
| Please confirm if you (ie your business) has received any aid under measures approved within the European Commission’s Temporary Framework between March 2020 and December 2020. If No please leave blank | Body providing assistant/Aid | Value of assistance (€) | Date of assistance |
| | | | |
| | | | |
| | | | |
| Have you (i.e. your business) received any public sector assistance through a State Aid De minimis Scheme over the last 3 years? If No please leave blank | Body providing assistant/Aid | Value of assistance (€) | Date of assistance |
| | | | |
| | | | |
| | | | |
| Please confirm that your undertaking was not in difficulty (within the meaning of Article 2(18) of the General Block Exemption Regulation or Article 2(14) of Agriculture Block Exemption Regulation or Article 3(5) of Fishery and aquaculture Block Exemption Regulation) on 31 December 2019. | | | |
| I have read and understood my obligations under the European Commission Temporary State Aid Framework. Please indicate Yes/No. | | | |

SECTION 7: TAX HAVEN RESTRICTIONS TO COVID-19 RELATED GRANTS

| TAX HAVENS | |
|---|--|
| <p>Under the Coronavirus (Scotland) (No. 2) Act, businesses with certain connections to tax havens may not receive coronavirus-related grants from Scottish Ministers. Tax havens are defined as those listed in the EU List of Non-Cooperative Jurisdictions for Tax Purposes as follows:</p> <ul style="list-style-type: none"> • American Samoa • Cayman Islands • Fiji • Guam • Oman • Palau • Panama • Samoa • Trinidad and Tobago • US Virgin Islands • Vanuatu • Seychelles | |
| <p>Before a coronavirus grant can be made, a company must confirm that the following conditions apply at the date of application;</p> | |
| <ul style="list-style-type: none"> • The company is not incorporated in a tax haven jurisdiction, or otherwise based for tax purposes, (e.g. it does not have a place of central management and control in a tax haven in a way that would create residence for tax purposes). • The company is not a subsidiary of (i.e. is not owned by or controlled by) another company that is based in a tax haven. • The company is not a parent company of a company that is based in a tax haven. • The company does not participate in a tax arrangement that results in some or all of its profits being taxed in a tax haven. “Arrangement” refers to planning schemes put in place for tax purposes, rather than a genuine commercial profit stream. <p>Note; the restrictions would not apply if the recipient company is a “sister company” of a company based in a tax haven. For example, if the applicant company is based in Scotland and owned by a parent company based in the UK, no restrictions will apply if the parent company also owns subsidiaries in tax haven locations.</p> | |
| <p>I have read and understood the foregoing restrictions on COVID-19 Grants to businesses in tax havens. Please indicate Yes/No</p> | |
| <p>I hereby confirm that the conditions above DO apply to my business (i.e. my business does not have connections to tax haven jurisdictions for which these restrictions apply.) I understand that the grant is conditional on this confirmation. Please indicate Yes/No</p> | |

SECTION 8: TERMS AND CONDITIONS

| TERMS AND CONDITIONS | |
|---|-----------|
| Please check and tick all boxes to confirm and sign below | Tick Here |
| (a) I am authorised to make the application on behalf of the above business(es). | |
| (b) I understand that any grant awarded in contravention of State Aid rules irrespective of whether there was a deliberate or otherwise deception or error, or as a result of any misleading statements given on this form will be recoverable in full and that I may be liable for legal action to be taken. | |
| (c) I understand that any payment received must be declared to HMRC as appropriate as part of the tax return for the business. | |
| (d) I confirm that I have considered the impact that any payment from the Fund may have on any insurance claim I may have made or be making. | |
| (e) I certify that the information provided in this application is correct and understand that if any information provided is later found to be false, repayment of funding may be required and depending on circumstances criminal proceedings might be instigated. | |
| (f) I accept all of these terms and conditions. | |
| Name of applicant (print) | |
| Position | |
| Signature | |

Please complete all parts of this application in full and email to businessrates@westlothian.gov.uk
 The deadline for applications to the Recovery Fund is **31 March 2021**.

SECTION 9: 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, 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, 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:

You can find more details about this on our website at www.westlothian.gov.uk. Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you). If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

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 internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other 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. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

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?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.westlothian.gov.uk or you can request a hard copy from the contact address stated above.

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. Therefore 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 and where:
 - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - II. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below

III. 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 we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your 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. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

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 to process and administer your claim. If they want any more information on how we will use their information they can visit our web site at www.westlothian.gov.uk.

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 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>