

PRIVACY NOTICE – Anti-Poverty Service, School Clothing Grants & Free School Meals

Our Contact Details

Name: Nahid Hanif

Address: Jim Walker Partnership Centre, South Bridge Street, Bathgate, EH48 1TT

Phone Number: 01506 280000

YOUR PERSONAL INFORMATION AND HOW IT WILL BE USED

Under data protection law, the lawful bases we rely on for processing this information are:

- a) We need it to perform a public task.

We will collect personal information about you to deliver our services.

We need this information to process your claim or enquiry relating to School Clothing Grants and/or Free School Meals. If this information is not provided it may affect our ability to process your enquiry or claim. We also have a duty to ensure that your award is correct and will from time to time review your entitlement so that we are satisfied that we hold the correct income details for you. Our officers can assist you and will undertake a Benefit Health Check at your request.

We only keep information about you for as long as required. The table shows what information we collect, and how we manage this.

For this activity:	We collect	From	Reason	Information retention	We will share this with
School Clothing Grant/Free School Meals	Name: address; telephone number; email address; national insurance number; date of birth; bank details; income; details of children living with you; their dates of birth and the school they attend; other relevant information	<p>West Lothian Council will collect the information in a number of ways including applications forms and evidence you supply.</p> <p>If you receive Council Tax Reduction and you give us permission, we can check your Council Tax Reduction award to confirm entitlement to a School Clothing Grant.</p> <p>If you receive housing benefit and you give us permission, we can check evidence gathered to assess your entitlement to housing benefit to help assess entitlement to School Clothing Grants/Free School Meals.</p>	Assessing entitlement to a School Clothing and/or Free School Meals	6 years plus current	<p>West Lothian Council's Financial Management Unit for making payment of School Clothing Grants;</p> <p>Primary Schools to allow Free School Meals to be supplied;</p> <p>Secondary Schools to allow Free School Meals to be supplied;</p> <p>We may check your personal information with other services within the council in order to verify eligibility to free school meals/milk and/or school clothing grant, to prevent and detect crime and make sure the personal information is accurate;</p> <p>We will not disclose your information to any organisation outside the Council except if required to do so by law.</p>

For this activity:	We collect	From	Reason	Information retention	We will share this with
		Social Security Scotland will provide West Lothian Council with details of entitlement to the Scottish Child Payment to assist in awards for Free School Meals for pupils in P6 and P7			

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 limited 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 contact us using the contact information at the start of this document.

PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in order to ensure your award is paid correctly and that you receive any additional financial support linked to Free School Meals. 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.

FURTHER INFORMATION

If you have any questions or concerns about how your information is used, please contact us at the address above.

You can also contact:

The Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@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 at <https://ico.org.uk/>

The Information Commissioners address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Helpline number: 0303 123 11133