

## **City of Edinburgh Council Scottish Welfare Fund Privacy Notice**

The City of Edinburgh Council requires your personal information in the administration of Scottish Welfare Fund Grants. The personal information we hold about you may be collected on a paper or online form, by telephone, email, or by a member of our staff. This information will be the basis of decisions made by staff members.

When we collect and process your personal information, we are committed to the principles set out in data protection legislation. If you provide details of anyone else in your household, please make sure that you have told them that you have shared their information with us. We may need to use this information, along with information provided by external organisations noted below, to assess your own application. We will use this information to validate the information that you have provided. We will also use this information to contact those people where necessary.

### **Data protection principles**

- We only collect information that we need
- We keep your personal information secure
- We don't keep your information for longer than we need to
- We tell you why we need your information and what we will do with it
- We collect accurate information and, where necessary, keep it up to date
- We don't use your information for a different reason than the one we have told you about.
- The exception to this is if we have to do so by law e.g. to prevent and detect crime.

Processing personal information allows us to provide our services and fulfil our legal responsibilities. Without this information, we would be unable to undertake the administrative duties within this service, resulting in an impact to public funds and vital Council services.

We may/will share your information with the following third-party organisations so that we can deliver our services in line with Government Regulations.

- Scottish Government
- All other Scottish Local Authorities
- NEC Software Solutions
- Civica Public Services
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### **Data Protection incident**

If you are concerned about what we do with your data, or think something has gone wrong, for example if you have received correspondence from the Council which is not addressed to you, contact the Council's Data Protection Officer to report a data protection incident.

### **Complaints and comments**

If you wish to make a complaint or comment about how we have processed your personal information, you can do so by writing to the Council's Data Protection Officer. If you are still unhappy with how the council have handled your complaint, you may contact -

UK Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 08456 30 60 60 | Website: [www.ico.org.uk](http://www.ico.org.uk) (external link)

For further information about how the Council manages personal data, and your rights to relation to information held about you, please visit :

<https://www.edinburgh.gov.uk/managing-information/privacy/1>