

Educational Maintenance Allowance - Privacy Notice

The City of Edinburgh Council requires your personal information in the administration and collection of Educational Maintenance Allowance (EMA).

The personal information we hold about you may be collected on a paper or online form, by telephone, email, by a member of our staff, or one of our partners. When we collect and process your personal information, we are committed to the principles set out in data protection legislation.

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

We will not keep your information for any longer than it is needed, and will dispose of both paper and electronic records in a secure way. The length of time we need to keep information will depend on the purpose for which it is collected. The Council has a Record Retention Schedule which sets out how long we keep records and the reason why.

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.gov.uk (external link)

For further information about how the Council manages personal data, and your rights to relation to information held about you, please see [our privacy notice](#)