

DISCRETIONARY FUND PRIVACY NOTICE

What Information do we need?

City of Edinburgh Council will act as the 'Data Controller' for the personal data you provide to us. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Kevin Wilbrahim,
Information Governance Unit
City of Edinburgh Council
Waverley Court – 2.1
4 East Market Street
Edinburgh
EH8 8BG

Email: Information.compliance@edinburgh.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 you are eligible to receive funding from the Discretionary Fund, and to administer that funding to you. 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 Discretionary Fund, If you do not provide us with the information we have asked for then we will be unable to provide this service to you

What information do we hold?

We will collect and process the following personal information (this list is not exhaustive, and we may obtain other information that we require in order to correctly assess your eligibility for a grant under the Discretionary Fund including any addendums to that scheme.

- Full name
- Address
- Email address
- Bank account details (including latest bank statement account name, number and sort code: individual bank transactions which may include personal details)

Legal basis for using your information:

You can find more details about this local authority on our website at <https://www.edinburgh.gov.uk/privacy>. We provide these services to you as part of our statutory function as your local authority. 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 HMRC and will do so where the law requires this. 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.

How long do we keep your information for?

We only keep your personal data for as long as it is needed for the purposes of the Discretionary Fund , and for audit payment purposes.

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 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.

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 visit <https://www.edinburgh.gov.uk/privacy> .