

## **Scottish Welfare Fund**

### **Why we need your information**

We need your information to administer Scottish Welfare Fund grants.

### **Why you have to provide your information**

If you do not provide us with your personal information, we will be unable to process your Scottish Welfare Fund grant and this may have an impact on your wellbeing and living standards.

### **How we collect information about you**

We collect information about you through a paper or online form, by telephone, email, or by a member of our staff.

### **How we manage your information**

Your personal information will be stored safely and securely on our systems with appropriate levels of access.

### **Who your information is shared with**

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

### **How long we keep your information for**

We will not keep your personal for any longer than is necessary, and will dispose of your records in a secure way. In relation to this activity, we hold your personal data for six years, in line with the [Council's Record Retention Schedule](#).

### **Your rights**

You have certain rights under data protection law about how the Council handles and uses your personal data. For example, you have the right to ask us for a copy of any personal

data we hold about you. Further information on your rights can be found on the [Council's website](#).

If you have any concerns about how we process your personal data, you can make a complaint to the Council's Data Protection Officer at: [dataprotection.officer@edinburgh.gov.uk](mailto:dataprotection.officer@edinburgh.gov.uk)

For general information on how we process your personal data, please contact the Council's Information Governance Unit at: [information.compliance@edinburgh.gov.uk](mailto:information.compliance@edinburgh.gov.uk)

You can also contact the [UK Information Commissioner's Office](#) for independent advice. They are the body which is responsible for making sure organisations process personal data lawfully and appropriately.

### **The legal basis for processing your information**

The City of Edinburgh Council is the Data Controller for any information we hold about you. Under data protection law, wherever the Council processes personal data, we need to make sure that we have a legal basis for doing so. In relation to this activity, we are processing your personal data in line with our public task under the Welfare Funds (Scotland) Act 2015.