

## Privacy Notice

The Data Controller of the personal information being collected and processed is **Dumfries and Galloway Council**. This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information which will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason which is not specified in this notice or for statutory functions; the Council will contact you to provide information.

### Dumfries and Galloway Council Contact Details:

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [contact@dumgal.gov.uk](mailto:contact@dumgal.gov.uk)

Telephone: 0303 333 3000

### Data Protection Officer's Contact Details:

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk)

Telephone: 01387 260315

#### Why are we collecting your data?

- We need to collect your personal information in order to process your application to the Scottish Welfare Fund.

#### What personal information are we collecting from you?

- The Council need to collect from you
- Name
- Gender
- Date of Birth
- Phone number – home & mobile
- Ethnicity
- National Insurance Number
- Disability
- Medical and health details
- Support needs
- Marital Status
- Criminal convictions
- Current Address and or previous settled accommodation address
- Circumstances of the Household
- Names and dates of birth for anyone resident with you
- Passport details/immigration documents/ID card details
- Details of present landlords and or their agents
- Employers
- Financial details
- Benefit entitlement details

#### What is the legal basis for collecting your data?

- Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in relation to your application is that we have a legal obligation to process your data. This is because we have duties in relation to processing and administering The Scottish Welfare Fund under The Welfare Funds (Scotland) Act 2015.
- In delivering our service, the Council may process special category personal data. This is because we consider that it is in the substantial public interest to fulfil our obligations that we have considered all relevant information when making decisions relating to your application for a grant through The Scottish Welfare Fund.

- Where we correspond with the Home Office about the status of your visa this is to comply with our duties under the Immigration & Asylum Act 1999 (s115).

If the data we collect is a statutory, contractual requirement or necessary to enter a contract, if you do not provide your personal details the following may happen:

- Should you not provide personal details we may be unable to verify your circumstances and therefore will be unable to process your application for assistance through The Scottish Welfare Fund.

**What will we do with your information?**

- Determine your eligibility for assistance through The Scottish Welfare Fund
  - Make enquiries into your benefits and income
  - Determine your need for an award
  - Provide a suitable award from The Scottish Welfare Fund
  - Refer you for support to enable you to maintain your tenancy
- We may also share your information (if required) with:**
- Social work and health services to assist in determining your need
  - Revenues and Benefits Services to assist in accessing Housing Benefit to assist with rental obligations
  - All third sector agencies if you have also approached or been referred to their services
  - Your Registered Social Landlord (if applicable).
  - Legal professionals who may have been dealing with you prior to your current situation.
  - The Home Office to confirm the status of your visa in relation to accessing The Scottish Welfare Fund
  - Police Scotland
  - Other local authorities to check on any previous Scottish Welfare Fund applications and to confirm details of residency.
  - The Department of Work and Pensions regarding any ongoing benefit claim relating to you or your household.
  - Scottish Prison Service, if you are or have been in prison.

**This is for the purpose of processing Crisis Grant and Community Care Grant applications to The Scottish Welfare Fund**

**How long will your data be stored in the Council?**

- Your information will remain on our system while we process your application and for a period of 6 years after that.

**How will we secure your data?**

- Your information will be stored electronically and will remain on our system while we process your application and for a period of 6 years after that.

**Your Individual Rights**

You have the right to:

- Be informed
- Request access to your personal data
- Request your data to be corrected
- Object to the processing of your data
- Object to processing of your data
- Lodge a complaint with the Information Commissioner's Office (ICO)

**Your responsibilities**

- To contact the data controller (Dumfries and Galloway Council) to update your information if it changes.

Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner's Office (ICO):

Address: Information Commissioner's Officer, Wycliffe House, Water Lane. Wilmslow, Cheshire

Telephone: 0303 123 1113