

The Council is The Data Controller of the personal information being collected and processed. 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 that is not specified in this notice or for statutory functions; the Council will contact you to provide information.

The Council is collecting your data for the purposes of assessing your eligibility for Housing Benefit, Council Tax Reduction/Support and, should they be relevant to your needs and eligibility; Discretionary Housing Payments, and Educational Benefits including Free School Meals and School Clothing Grants.

The personal data the Council needs to collect is: your name; date of birth; National Insurance Number; address; your income and capital details; names/ dates of birth of any children who are resident in your household; names/dates of birth/National Insurance Number/income and capital details for any other household members who reside in your dwelling; and email address to do this. As the personal data we collect is necessary to assess your eligibility for the above noted support(s), if you do not provide your personal details we may not be able to do so. The legal basis for the Council to collect this information is that we have a legal obligation under the following legislation: The Housing Benefit Regulations 2006, The Housing Benefit (Pension Age) Regulations 2006, The Council Tax Reduction (Scotland) Regulations 2012, and The Discretionary Financial Assistance Regulations 2007.

Your information may be shared internally with other Council departments; externally with other local authorities; the Department for Work and Pensions; and The Scottish Government to ensure your eligibility is assessed accurately; internally and externally with organisations responsible for Auditing Housing Benefit/Council Tax Reduction accounts to protect public funds and will be share electronically with these organisations. Where you have consented to it, your data may be shared with your landlord. Your data will be stored for seven years. To keep your data secure, your data will be held on a password protected network with access restricted to staff that have a business need to access your data.

**You have the:**

- Right to be informed
- Right to access
- Right not to be subject to automated individual decision-making, including profiling
- Right to object or restrict processing
- Right to data portability
- Rights to correction and deletion

You have a responsibility to contact the Council to update your information if it changes.

**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, English Street, DG1 2DD

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

Telephone: 01387260315

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