

How your personal Information is used by Scottish Welfare Fund

Here at Midlothian Council, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

This privacy notice explains the information we need in order to carry out Scottish Welfare Fund services. This activity is part of the Revenues Services provided by Midlothian Council. More information about the Customer and Housing Services privacy notice can be found at www.midlothian.gov.uk/privacy.

Our Privacy Promise

We promise to collect, process, store and share your data safely and securely.

What lets us collect your information?

If we work with you we will be acting under some, or all, of the legislation noted below:

- The Welfare Funds (Scotland) Act 2015

What kinds of personal data do we collect?

The personal data we collect might include your **name, date of birth, address, National Insurance Number, or other information that identifies you**. If necessary, we might also collect what is called 'special category' data – that is, sensitive information such as medical/health information.

How do we collect your personal data?

We collect your personal data in many different ways. You might give us your personal data yourself, by entering your information in a form on the Council website or by contacting a Council Officer in person, in writing or over the phone. We might also receive your personal data from other agencies or local authorities. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement.

How do we use your personal data?

We will use this information to process your application for a Crisis Grant or Community Care Grants. We may check some of this information with other sources to ensure that this data is accurate.

We may also use your personal data to help prevent or detect crime and/or when required by law and if necessary share it with other public bodies for those purposes.

Why do we share your personal data?

We will only share information with other organisations where it is necessary, either to comply with a legal obligation, or where permitted under the Data Protection Act, for example, where sharing is

necessary for us to carry out the Scottish Welfare Fund function or if there is a public interest to do so such as the prevention and/or detection of crime including fraud.

If an application has been unsuccessful, we may consider signposting you to local food banks or fuel advice agencies.

We may also share your information with other public organisations, including neighbouring councils that handle public funds, and with the police.

With whom do we share your personal data?

If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided. We will only share your personal data if it is necessary to do so, and the appropriate conditions have been met.

The external bodies with whom we share Scottish Welfare Fund information might include (organisations with a star are mandatory):

- Scottish Government *
- Scottish Public Sector Ombudsman *
- Department for Work and Pensions
- HMRC
- Scottish Prison Service
- External contractors
- Police

Personal data also might be shared between Midlothian Council services, including Schools.

How long do we keep your personal data?

Your personal data is kept in line with Midlothian Council's Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its 'life'. To access our retention schedule please click on the link below:

https://www.midlothian.gov.uk/downloads/file/1632/business_classification_schemeretention_schedule

Further Information

You can find out more about how we use your information to detect and prevent fraud or crime, information collected through our website, recorded telephone calls, CCTV, the rights you have under the Data Protection Act, and how to contact us by referring to the overarching Midlothian Privacy Notice at www.midlothian.gov.uk/privacy