

Privacy notice – Applications for financial assistance

Who will process your information

The personal information you give to us as part of your application for financial assistance and any other personal information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock G46 6UG for the purpose of dealing with your application.

Why do we process your information?

Your information is processed to enable us to deal with your application for financial assistance. Your information will also be shared with other departments within the council for the same purposes and also to

check the information we have is accurate;

prevent and/or detect crime; and

protect public funds

What is the legal basis for us to process your information?

The council processes your information in order to perform a task carried out in the public interest.

The law gives certain types of information special significance because of its sensitivity eg health information. If we process this type of information about you in relation to your application for financial assistance we do so on the basis that it is necessary for reasons of substantial public interest.

Do you have to provide your information?

Without the correct information we will be unable to process your application for financial assistance.

How do we collect information about you?

The information that we hold about you in relation to your application for financial assistance will come from you as an individual or from the person making the application on behalf of your organisation.

Such information comprises:-

your name,

your organisation's name and bank details

your address

your telephone number

your e-mail address

the names of other office bearers

How long will we keep your information?

We will hold your information from the end of the year it was provided for a period of six years. This is for audit purposes. Your information will be destroyed under confidential conditions after this period.

Who is your information shared with?

Your information will be accessed by council staff who need to do so to process your application.

Your information may also be shared with other departments within the Council and with bodies responsible for auditing or administering public funds.

The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you.

We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

Profiling and automated decision-making

We do not use profiling or automated decision-making for processing applications for financial assistance.

Your rights

You have the right to:

1. Be informed of the council's use of your information

This notice is intended to give you relevant information to meet this right.

2. Access personal data held about you
3. Request rectification of your personal data

4. Request that the council restricts processing of your personal data
5. Object to the processing of your data
6. Ask us to delete your information –

Further information about these rights and how you can exercise them can be obtained from the [Council's general privacy notice](#).

Complaints

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer. Contact details can be obtained from the Council's general privacy notice at [INSERT LINK](#)

You also have the right to complain directly to the Information Commissioner's office (ICO).

Contact details can be obtained from the [Council's general privacy notice](#).

While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance.