

Welfare Provision Scheme Privacy Notice

Summary

This privacy notice explains what personal information is collected, what it is used for and who it is provided to. The notice also describes why we require your data, and the legal basis on which we do this.

This privacy notice relates to our [Welfare Provision Scheme](#). It provides additional information that specifically relates to this service and should be read together with our [general privacy notice](#).

What personal information does this service use?

We use personal information, such as:

- Name
- Address
- Telephone number
- Email address
- Date of Birth
- National Insurance Number

We also use the following special category personal information:

- Health information including any medical conditions you may currently have.
- Financial information including your bank details, your earnings and income from benefits.

What is your personal information used for?

We use your personal data for deciding your eligibility when awarding a Welfare Provision payment or household goods.

What is the lawful basis we are relying on?

We collect and use this information to ensure we can undertake our public duties in the administration of the Welfare Provision Scheme. We process special category personal data for the purposes of administering the scheme in the field of social security and social protection law. If you do not provide the requested information, we will be unable to assess your entitlement to an award from the Welfare Provision Scheme.

Where has your personal information come from?

Most of the personal information will be provided by you. We will also receive information from other organisations such as Government bodies like the Department for Work and Pensions, Registered Housing Providers/Landlords, Third Party Support Agencies, and other Council departments.

Who will we share your personal information with?

Your personal data is shared securely with the following organisations where it is both necessary and appropriate to do so.

We share your personal data with the following organisations:

- Other Council Departments.
- External agencies such as the Department for Work and Pensions, the Fire Service where we need to verify the details of your application.
- Our contracted furniture suppliers

How long will we keep your information?

[Our retention schedule](#) sets out how long we keep personal information for.

Your personal information and your rights

You can [find out more about your rights](#) regarding the personal information used for this service. Your rights apply to the information held by the Council as a data controller, and the information we hold on behalf of the other data controllers.

Contacting us about your data

If you have any questions or concerns about how we use your personal information, please [contact the Council's Data Protection Officer](#).

You also have the right to complain to the [Information Commissioner's Office](#) if you're unhappy about how we process your information.

Updates

We may change this privacy notice from time to time. Tell us if you want to know when we change this notice, or any related documents.