

# £500 payment Personal Assistant portal

## Privacy Notice

The Scottish Government is the devolved government for Scotland signed into act through the Scotland Act 1998. Its head office is located at St Andrews House, Regent Road, Edinburgh, EH1 3DG. Scottish Ministers have agreed to make a one-off payment £500 payment to personal assistants in recognition of their extraordinary effort during the pandemic. The scheme will be funded from the Scottish Government's COVID-19 support package.

The £500 payments are being administered in partnership with Scotland Excel, as well as the Independent Living Fund and Local Authorities. Scotland Excel is the Centre of Procurement Expertise for the local government sector and can be contacted at [scpytstechsupport@scotland-excel.org.uk](mailto:scpytstechsupport@scotland-excel.org.uk).

### **Why Scotland Excel needs your personal data**

Scotland Excel requires your personal information to determine whether you are eligible to receive a payment under the scheme and to administer said funding to you.

Your information will be used by Scotland Excel to verify your identity where required, contact you by post, email or telephone and to maintain our records in connection with the administration of the £500 payments.

### **What is our legal basis for using your personal data?**

The Scottish Government is delivering this scheme in accordance with its statutory functions and processing your personal information is necessary for the performance of a task in the public interest under s1A of the National Health Service (Scotland) Act 1978 and s26 of the Public Service Pensions Act 2013. These powers enable the Scottish Ministers to do anything they consider likely to assist in discharging their duty to promote the improvement of the physical and mental health of the people of Scotland. This includes providing financial assistance to, or entering into arrangements or agreements with, any person.

Scotland Excel has been contracted by Scottish Government to administer the scheme. If you do not provide Scotland Excel with the information we have asked for, we will not be able to process your application to the scheme on behalf of the Scottish Government.

### **Who will we share your personal data with?**

The personal data you provide within your application will be collected by Scotland Excel via our online portal and shared with your Local Authority for verification purposes and Independent Living Fund Scotland (ILFS) to administer the payment.

Whilst Scotland Excel has been commissioned to work on behalf of the Scottish Government to administer the £500 "thank you" payment to Personal Assistants, the Scottish Government will remain Data Controller for the purposes of sending out hard copies of the application form and further processing where required.

We are also legally obliged to share certain data included in your application with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies.

We may also contact your employer for the purposes of fraud prevention or to verify your application.

**How long will we keep your personal data?**

Your application and associated documents will be kept securely within our corporate records management system and retained by relevant parties for the purposes of internal audit. Once the full PA pathway has ended your data will be retained for a period of 3 months before being destroyed.

**If you have given information about other people**

If you have provided anyone else's details on this form, please make sure that you have told them that you have provided their information to the Scotland Excel Portal.

We will only use this information to process and administer your claim.

**Automated decision making**

No automated decision-making processes are used in the administering of this scheme.

**Your rights under data protection****Your rights**

You have the following rights:-

- The right to be informed about how your information will be used.
- The right of access to your personal information.
- The right to rectification, which is the right to require Scotland Excel to correct any mistakes.
- The right to request the erasure of any personal information held by Scotland Excel where Scotland Excel no longer has legal reason to hold the information.
- The right to request that your information is only processed in certain ways.
- The right to data portability.
- The right to object to Scotland Excel processing your personal information.

These are not absolute rights as there may be circumstances where Scotland Excel is legally obliged to process your information in a particular way.

Should you wish to exercise any of the above rights, you can make a request to [scpytstechsupport@scotland-excel.org.uk](mailto:scpytstechsupport@scotland-excel.org.uk) or by emailing our Data Protection Officer, Allison Black, at [dataprotection@renfrewshire.gov.uk](mailto:dataprotection@renfrewshire.gov.uk)

We will respond to your request within thirty calendar days.

**Complaints about how we handle your personal data**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer at [dataprotection@renfrewshire.gov.uk](mailto:dataprotection@renfrewshire.gov.uk)

You also have the right to raise your complaint with the Information Commissioner's Office (ICO), contact details for the ICO can be found below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow

Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 or visit their website: <https://ico.org.uk/>

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the complaints procedures in place.