



Argyll and Bute Council

Connected For Good Application Form

Full Name:

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Address &
Post-Code:

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Date of Birth:

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National Insurance
Number:

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Email Address:

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Contact Phone
Number:

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Household Composition

Please list the names of everybody else who usually lives in your home

[illegible]

Household Income

Please list all income received by all members of your household

Name	Type of Income	Amount Received (£)	Frequency (Weekly/Fortnightly /Monthly etc)

Household Capital and Savings

Please detail all bank accounts, Building Society Accounts, Post Office Accounts, Other properties, shares etc held by you and your partner

Name	Type of Capital i.e. Bank Current Account, Savings Account, Premium Bonds etc	Name of Provider i.e. Royal Bank Of Scotland	Balance as at date of Application

Housing Details

Please indicate which one of the following applies to you:-

Own your home	
Pay Rent to a Housing Association	
Pay Rent to a Private Landlord	
Live in Board and lodgings	
Other (please give details)	

If you have more than 8 weeks rent arrears and are currently in receipt of maximum Housing Benefit or Universal Credit Housing Costs, you may be eligible to apply for a

Discretionary Housing Payment. For further information please visit www.argyll-bute.gov.uk/council-and-government/discretionary-housing-payments or one of the advice agencies below for further assistance.

Declaration

I declare that the information provided on this form is an accurate representation of my household composition, household income and savings.

Signed:

Date:

The information you provide will be used to assess your eligibility for financial support towards the cost of food and fuel over the next 2 months. If you are eligible for support the Council will make a payment to you to contribute towards the cost of food and/or fuel for a month. A second monthly payment of the same amount will be made by the Council to you if you receive support from the Bute Advice Centre and/or Argyll and Bute Citizen Advice Bureau and/or Argyll, Lomond & the Islands Energy Agency (Allenergy),

This support includes;

- a benefit check to maximise your entitlement and
- the provision of formal money advice, and
- the provision of budgeting support, and
- the provision of fuel poverty advice and fuel payment vouchers.

One of the support agencies listed above will notify the Council of your engagement with their service in order that a second payment can be made to you.

Failure to engage with one of the support agencies listed above or to receive their support will result in only the first payment being made to you. The second payment is wholly contingent upon you receiving the support that you need.

The Council needs your consent to share your name, address and contact details with Bute Advice Centre and/or Argyll and Bute Citizen Advice Bureau and/or Argyll, Lomond & the Islands Energy Agency (Allenergy), so that they can make arrangements to provide the support that you need. Please sign the statement below to allow this to happen. Details of how we will process your information and how long we will hold the information for are included in the privacy notice at the bottom of this form.

Consent

I provide my consent to allow the Council to share my details with Bute Advice Centre and/or Argyll and Bute Citizen Advice Bureau and/or Argyll, Lomond & the Islands Energy Agency (Allenergy), for the purpose of processing my application for the Connected For Good Fund.

Signed:

Date:

Argyll and Bute Connected For Good Fund Privacy Notice

To speak to someone about the Argyll and Bute Connected For Good fund, please call 01546 605512.

Your Personal Data

Argyll and Bute Council will act as the 'Data Controller' for the personal data you provide to us. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Address: Iain Jackson, Governance Risk and Safety Manager, Argyll and Bute Council, Legal and Regulatory Support, Kilmory, Lochgilphead PA31 8RT.

Email: Iain.Jackson@argyll-bute.gov.uk or data.protection@argyll-bute.gov.uk

Telephone: 01546 604188 or 01546 605522

Information held about you

As part of the Argyll and Bute Connected For Good fund application process Argyll and Bute Council will collect personal data about you and members of your family.

The information collected includes:

- Details about you such as your name and address, telephone number, email address, national insurance number, date of birth, household composition and income and savings details
- Other relevant information to process your claim such as your circumstances, details of any crisis you are facing and pressures on your family/household, and your landlord details and any information about potential rent arrears

We will use this data to process your claim and may check some of the information with other sources, such as any agency assisting you with your application, or the electoral roll, or credit reference agencies or the department of works and pensions to ensure this data is accurate.

Who will process your information?

The personal information you give to us through the Connected For Good claim form and any other personal information we hold about you in this context will be processed by Argyll and Bute Council staff, staff from the Bute Advice Centre and/or Argyll and Bute Citizen Advice Bureau and/or Argyll, Lomond & the Islands Energy Agency (Allenergy).

Referrals will be made to Bute Advice Centre and/or Argyll, Lomond & the Islands Energy Agency (Allenergy) and/or Argyll and Bute Citizen Advice Bureau for the provision of wider support and advice however only if you give us your consent to do so

Do you have to provide your information?

We process Connected For Good claims to distribute funds to you from the Scottish Government's funding to help people with financial insecurities to address their issues. It is your local authority's duty to do this under the grant offer issued by the government. Processing your personal information is necessary for the performance of this task by the council. If you do not provide us with the information we have requested for this purpose then we will not be able to award you these grants and provide any additional support that is necessary.

Providing accurate information

It is important that we hold accurate information about you at the time of making your claim for the Connected For Good fund in order to assess your needs and make the appropriate decision about your eligibility for support.

How will we use the information we hold about you?

We will collect information about you (where applicable) to:

- Process your claim for cash to cover the cost of food and fuel through the Connected For Good fund
- Where processing is necessary to comply with legal obligations for example, the prevention and detection of crime including fraud
- Protect public funds

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

The Scottish Ministers in exercise of their powers under section 1A of the National Health Service (Scotland) Act 1978 have offered to give to Argyll and Bute Council a grant payable over the period 1 October 2020 to 31 March 2021 in connection with providing a flexible fund to support clients at financial risk. If you apply for this fund then this is the basis for processing your information.

Who will we share your information with?

To process your claim we share information under our legal obligations and with partner organisations, including:

- Other departments of the Council
 - Housing services where the Council is the landlord or the claimant is designated as homeless
 - Other organisations or public bodies
 - Bute Advice Centre in order that you are provided with more wide ranging financial advice and support if needed.
 - Argyll and Bute Citizen Advice Bureau in order that you are provided with more wide ranging financial advice and support if needed.
 - Argyll, Lomond & the Islands Energy Agency (Allenergy) in order that you receive any energy advice that you require and any fuel vouchers.
 - Argyll and Bute Health and Social Care Partnership to ensure the accuracy of data in the claim
 - The Department for Works and Pensions (DWP)
 - HM Revenues and Customs
 - The Police

Anonymised data is shared with the Scottish Government for statistical and analytical purposes.

We will not share your information with other organisations unless there is a legal basis to do so. However, there may be certain circumstances where we would share without your consent, such as where we are required to do so by law to safeguard public safety and in risk of harm or emergency situations. Otherwise outside of the conditions stated, we will not share your information as detailed unless you have provided your written consent to do so.

How long will we keep your information?

We will keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept after all action on your claim has finished and the period required by the Council for legal and audit purposes has passed which is normally 6 years after your claim has been cancelled. All information will be held securely and destroyed under confidential conditions.

Do we transfer your information outside the UK?

We do not transfer personal information outside the UK.

Your Rights

When you provide information to the Council, you will have the following rights:

- to withdraw consent at any time, where the lawful basis specified above is consent
- to lodge a complaint with the Information Commissioner's Office – see below for details
- to request access to your personal data – please contact the Data Protection Officer if you wish to submit a request.
- to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- to request rectification or erasure of your personal data, as far as the legislation permits – please contact the Data Protection Officer and provide details of what data you wish to be rectified or erased.

You can find out more about your rights in relation to data protection here: www.argyll-bute.gov.uk/data-protection or from the Data Protection Officer by telephone or in writing, as detailed above.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Email: casework@ico.org.uk

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0303 123 1115 Email: Scotland@ico.org.uk