



Perth & Kinross Council Welfare Rights Team Appeals Representation Service “Lodging your Appeal”

- ***Please sign and return the letter (mandate) authorising us to act on your behalf (if included) where indicated with a cross “X”.***
- ***If we have enclosed an appeal form SSCS1 then please sign and date it at Section 8 and then return it to us in the prepaid envelope along with your Mandatory Reconsideration decision notice.***
- We will either lodge your appeal online or send your signed appeal form to HM Courts & Tribunals Service (HMCTS). This is the organisation that will arrange your appeal hearing.
- If you are appealing a decision about a health-related benefit, we would ask that you request supporting medical evidence from your GP or any other health/social care professionals who are currently involved with you. Any supporting documents should be forwarded to the Welfare Rights Team at the address overleaf.
- The office that made the decisions on your claim will prepare and send you a set of appeal papers giving an explanation of their decision. These appeal papers will also include copies of your claim form and any other information they used to make the decision, such as copies of medical reports. A copy of the appeal papers will also be sent to ourselves
- Your case will be allocated to a nominated Welfare Rights Officer who will arrange to meet up with you in due course in order to go over your appeal prior to the hearing. In some situations, we may not be able to represent you at your appeal hearing. If this is the case, we will discuss the reasons with you.
- ***WARNING: If you are receiving Attendance Allowance (AA), Disability Living Allowance (DLA) or Personal Independence payment (PIP) and your appeal is to try and get it increased, there is a risk that your existing entitlement may be reduced or even stopped completely. This is because decision making authorities, including appeal tribunals, have the right to look again at your whole entitlement. This applies even if you have an indefinite award (sometimes called a life award) or if your appeal is for another component. If you have an existing award of one of these benefits then you should sign and return the “Health Warning” letter enclosed (if enclosed). This is to confirm that you understand the risk involved. Your allocated Welfare Rights Officer will discuss this with you in more detail.***



Perth & Kinross Council Welfare Rights Team “Privacy Notice”

Details of process for which personal information is being used: to provide impartial welfare benefits advice and appeals representation at welfare benefit appeals and to provide holistic advice on Welfare Services.

The personal information you've provided will be processed by Perth and Kinross Council, 2 High Street, Perth, PH1 5PH, enquiries@pkc.gov.uk , 01738 475000.

The Council is permitted to process your personal data in this way because it's necessary for us to do so in order to provide a service that's in the public interest.

The Local Government in Scotland Act 2003 gives local *authorities the power to do anything which they consider is likely to improve its area and persons within that area*; the service provided by Welfare Rights falls within the scope of this Power to Advance Well-Being.

Some of the personal information that the Council processes when assessing and providing advice and representation – such as information about medical conditions - is more sensitive, and is known as Special Category Data. When an organization is processing Special Category Data it has to provide details of why it's lawful for us to do so. In the case of benefits advice and representation the Council is allowed to process this information under the terms of Article 9(2)(g) of the GDPR which permits the processing of information which is necessary for reasons of substantial public interest, with reference to Section (1) (1) of Schedule 1 of the Data Protection Act 2018.

**Perth & Kinross Council
Welfare Rights Team
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD
Welfare Rights Advice Line: 01738 476900 (choose option 1)
Email: welfarerights@pkc.gov.uk**