

Petitions – Privacy Notice

Data Controller

Inverclyde Council is the Data Controller. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at dataprotection@inverclyde.gov.uk.

What information do we need?

The personal information we may gather and use includes name, contact details, e-mail address, and any other personal information you provide when you submit or sign a petition.

Why we need this information?

We collect and hold personal information relating to the Council's Petitions process when it is shared with us by a petition organiser when they submit their petition to us or when you sign a petition.

Information is being collected in order to promote democratic engagement, improve accessibility and openness of our decision making process.

Legal basis for using information

Data Protection legislation sets out when we are lawfully allowed to process your personal data. The lawful basis we are relying on for this processing is Article 6(1)(e) of the UK GDPR which states that processing is necessary for the performance of a task carried out in the public interest. The information is required to facilitate the management of petitions, in line with Inverclyde Council's Petitions Criteria and associated guidance.

What we will do with your information?

We use this information to administer the petitions process:

- Keep in contact with the petition organiser to make appropriate arrangements to host and respond to the petition.
- Check that responses meeting the Petition Criteria.

We share your information with Elected Members and other Inverclyde Council services and third party organisations where the subject of the petition relates to their activities in order to respond to your petition.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at [Data Protection Policy - Inverclyde Council](#) or you can request a hard copy from the contact address previously stated above.

Your Rights

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.

Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Phone: 0303 123 1113 or visit the Information Commissioner's Office's website - [Make a complaint ICO](#).

but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

We will not use your data for any automated decision making.

More information:

For more details on how the Council processes your personal information visit the Council's website - [Privacy - Inverclyde Council](#). If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.