

Community Council Liaison Privacy Notice

How to contact us

Inverclyde Council will act as the 'Data Controller' in regard to the personal data you provide to us. The 'Data Controller' is based at Inverclyde Council, Information Governance, 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?

Unless specifically agreed with you, we will only collect personal data about you which does not include any special categories of personal information about you. The information will however include details such as:

- name
- address
- telephone number
- email address
- electoral roll number

Why we need this information?

You are giving the Council your personal information to allow the Council to carry out its functions in relation to Community Councils under Part IV of the Local Government (Scotland) Act 1973.

In particular, the Council may use your information to:

- publish public notices in respect of Community Council Elections;
- contact you by post, email or telephone;
- maintain Council records;
- publish membership details of Community Councils (including names, addresses and contact details of Community Councillors); and
- provide membership details of Community Councils (including names, addresses and contact details of Community Councillors) to;
 - other public bodies;
 - other Community Councils or Community Councillors; and
 - third parties.

The Legal basis for using your information

You are entitled to make requests for information that the Council hold as part of our role as a local authority. You can find more details of the Council's role on our website at on the Community Councils webpage. Processing your personal information is necessary for (i) the performance of a task carried out in the public interest by the Council; and (ii) compliance with our legal obligations under the Part IV of the Local Government (Scotland) Act 1973.

What we will do with your information?

All of the information we collect from you will be processed by staff in the United Kingdom. The Council is legally obliged to safeguard public funds so the Council is required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council will analyse your information internally to help us improve Council services. This data sharing is in the Council's full privacy notice on the Council's website. It also forms part of the Council requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We will publish public notices in Community Council Elections, containing the names and addresses of members or candidates for membership of Community Councils.

We will publish the names and addresses (and possibly email addresses) for Community Council members on our own website, and may on request provide such information to:

- other public bodies;
- other Community Councils or members of Community Councils; and
- third parties.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

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 freedom of information page or you can request a hard copy from the contact address previously stated above.

Your Rights

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

- To withdraw consent at any time, where the legal basis specified above is consent
- To request access to your personal data
- To object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- 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 so far as the legislation permits
- To restrict processing in certain circumstances, for example if the information is not accurate.

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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, 08456 30 60 60, see the Information Commissioner's Office website for further details but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

Not Applicable

More information:

For more details on how the Council processes your personal information visit the Council's website and see the Privacy Notice web page for further details.

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.