



Trusted Trader Scheme Members 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?

We collect and process the following information:

- name
- address
- contact details e.g. phone or email address

We also collect and process sensitive information that may include:

- offences (including alleged offences)
- criminal proceedings, outcomes and sentences

Why we need this information?

Your information is being collected to use for the following purposes:

- operation of Inverclyde Council's Trusted Trader Scheme including background checks, payments, renewals, disputes, enforcement, and other processes related to the entering and performance of a contract
- publication and promotion of Trusted Trader Scheme members
- service improvement and planning
- contacting you by post, email, or telephone
- maintaining our records

Legal basis for collecting and using information

Inverclyde Council collect and process information about you so that the Council can carry out its functions as a Local Authority. Processing is necessary for the purposes of administering a contract to which you, or your organisation, are a party having accepted the terms and conditions of Trusted Trader Scheme membership. The law gives certain types of information special significance because of its sensitivity e.g. criminal offences (including alleged offences). If we process this type of information about you we do so because either you have consented to giving this information during your membership application or for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

What will we do with your information?

All of the information we collect from you will be processed by staff in the United Kingdom.

Inverclyde Council will sometimes need to share information internally as well as with other organisations, such as the recipients or categories of recipients listed below:

- public bodies such as HMRC or other Local Authorities
- SCOTSS (Society of Chief Officers of Trading Standards in Scotland) for the publication and promotion of scheme members
- judicial agencies e.g. courts for prosecution of offenders or civil action
- Police Scotland and other criminal investigation agencies

Inverclyde Council will only share information with these organisations where it is appropriate and legal to do so.

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 [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:

- withdraw consent at any time, where the legal basis specified above is consent.
- request access to your personal data
- object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- request rectification or erasure of your personal data, as so far as the legislation permits
- 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 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 –[Information Commissioner's Office \(ICO\)](#) 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 [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.