

Kirkhill and Bunchrew Community Council Privacy Policy

Our contact details

Name: Kirkhill & Bunchrew Community Council

E-mail: kandbcommunitycouncil@gmail.com

Facebook: <https://www.facebook.com/kandbcc/>

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Planning, Roads & Safety, general queries, community partners and events, Police matters, Community Council and Councillor contacts, Statutory Consultee status.

We also receive personal information indirectly, by being a Statutory Consultee.

We use the information that you have given us in order to help provide support, object to or provide a view on a range of matters that fall within the remit of the Community Council.

We may share this information with The Highland Council, other Community Councils within the Highlands and Islands and Infrastructure Providers.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting kandbcommunitycouncil@gmail.com
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep your letters and emails and other forms of social media for a period of at least 12 months. We will then review the need for continued retention and if no longer required dispose of your information securely.

Your Data Protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at kandbcommunitycouncil@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at kandbcommunitycouncil@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

The Information Commissioner's Office – Scotland

Queen Elizabeth House,

Sibbald Walk

Edinburgh

EH8 8FT

Telephone: 0303 123 1115

Email: Scotland@ico.org.uk