

## **COMMUNITY COUNCILS PRIVACY STATEMENT**

### **Who will process your information?**

The personal information you give to us in relation to community councils and any other personal information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park, Giffnock G46 6UG.

### **Why do we process your information?**

You are giving us your personal information to allow us to process nomination forms to become/be a community councillor on a community council in the East Renfrewshire area, We also use your information to verify your identity where required, to contact you by post, email or telephone in respect of community council related matters, and to maintain our records.

### **What is the legal basis for us to process your information?**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our website at [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk) Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

### **Who is your information shared with?**

Your information will be accessed by council staff involved in the nomination process and thereafter shared with other services associated with the provision of services and support for community councils.

Your information may also be shared with bodies responsible for auditing or administering public funds.

The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

### **How long do we keep your information for?**

We only keep your personal information for the minimum period of time necessary in terms of business requirements. Your information will be destroyed under confidential conditions after this period.

## **Your rights**

You have the right to:

1. Be informed of the council's use of your information

This notice is intended to give you relevant information to meet this right.

2. Access personal data held about you
3. Request rectification of your personal data
4. Request that the council restricts processing of your personal data
5. Object to the processing of your data
6. Ask us to delete your information –

Further information about these rights and how you can exercise them can be obtained from the Council's general privacy notice.

## **Information you have given us about other people**

If you have provided anyone else's details as part of the nomination process or thereafter on other community council related paperwork, please make sure that you have told them you have provided information to the council. We will only use this information to confirm the validity of a nomination and these records would be held in accordance with our retentions policy. If they want further information about how we will use their information they can visit our website at [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk)

## **Complaints**

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the Council's Data Protection Officer. Contact details can be obtained from the Council's general privacy notice

You also have the right to complain directly to the Information Commissioner's Office (ICO). Contact details can be obtained from the Councils general privacy notice.

While you can go directly to the ICO, the Council would welcome the opportunity to address any issues you have in the first instance.