

Tollcross Community Council Data protection

General guidance on how we process personal information

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

We are Tollcross Community Council, Edinburgh and are the data controller (contact details below). This means Tollcross Community Council, Edinburgh decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Tollcross Community Council, Edinburgh complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a Community Council service for the benefit of the public in a particular in reference to our constitution and by the geographical area of the Community Council for Tollcross as specified City of Edinburgh Council;
- To administer membership records;
- To fundraise and promote the interests of the Community Council;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities in relation to Tollcross and Tollcross Community Council and related local, city and Council events;
- To share your contact details during the work of Tollcross Community Council and members and to ensure the smooth running of the Community Council. In particular so Tollcross Community Council can keep you informed about news in Tollcross, events, activities and other related items occurring in Tollcross Community Council area as defined the City of Edinburgh Council, and in which you may be interested to receive due to your connection to the Community Council.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about local events.
- There is no disclosure to a third party outside of the Community Council Councillors or the City of Edinburgh Council without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of Tollcross Community Council in order to carry out the work of Tollcross Community Council. This would include but not limited to sharing information with members of the Community Council for purposes connected with Tollcross Community Council's work and also Local City of Edinburgh Councillors or Edinburgh Council Officers. We will only share your data with third parties outside of the Tollcross Community Council or the City of Edinburgh Council, with your consent.

6. How long do we keep your personal data?

We keep data for the duration of the current Community Council mandate; currently 3 years and update this information as required.

Specifically, we retain some information for longer; such as meeting minutes as an archive, website as a record of the activity of Tollcross Community Council and information for research and reference for future works that the Community Council is involved in.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Tollcross Community Council, Edinburgh holds about you;
- The right to request that Tollcross Community Council, Edinburgh corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Tollcross Community Council, Edinburgh to retain such data for the proper working of Tollcross Community Council, Edinburgh;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the **Andrew Brough**, Chair of Tollcross Community Council, Edinburgh on andrewbroughtxcc@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.