

## [Insert CC name] Community Council Privacy Notice

- 1. Who we are:** [Insert CC name] Community Council
- 2. How your personal information helps us to fulfil our General Purpose:** By providing us with your contact details, you can help us *"to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable in accordance with the Local Government (Scotland) Act 1973."*
- 3. How we will use your information?** We will use your information to enable us to perform our public functions as detailed at point 2 above. We will use your information to contact you in connection with our public functions and for ***[inset any further purpose that the information will be used here]***

We may also analyse your information internally to help us improve our engagement and representation of the whole community. The information you have provided will be retained for ***[insert retention period here]***.

- 4. Who we may share your information with**  
EITHER  
We will not share your personal information with any third parties unless we secure your full permission to do so in the first instance.  
OR  
We may share your personal information with ***[insert here any third party that you may share information with, if you have a lawful reason to share with them]*** because ***[insert here the legitimate reason that requires you to share that information]***

**5. Your rights under data protection law:**

- Access to your information** – you have the right to request a copy of the personal information that we hold for you at any time.
- Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you.
- Deletion of your information** – you have the right to ask us to delete personal information about you (at any time) were:
  - we no longer need to hold the information for the purposes for which it was originally obtained;
  - you have an objection to our use of your personal information e.g. you have the right at any time to tell us to stop using your personal information for promotional purposes of the Community Council;

- we are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below.
- our use of your personal information is contrary to statutory role and/or General Purpose.

- 6. Withdrawing consent to use your information** – where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given. Please contact us as stated in section 9 below if you wish to exercise any of these rights.
- 7. Restricting how we may use your information** – you may ask us to restrict how we use your personal information e.g. where we no longer have a basis for using your personal information but you don't want us to delete the data. Where a restriction is applied, we may only use the relevant personal information with your consent.
- 8. Information you have given us about other people** – if you have provided anyone else's details as part of your correspondence, please make sure that you have told them that you have given their information to **XX** Community Council and provide them with this Privacy Statement for Guidance.

We will only use their information to contact them if it becomes necessary as part of your enquiry or request, or in the event of an emergency.

- 9. Complaints** – we aim to resolve any complaints about how we handle personal information as quickly as possible. If your complaint is about how we have handled your personal information, you can contact the Community Council's Secretary [***insert contact details for the CC Secretary here***].

**NOTE:** you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, which can be contacted by post at:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF.

You can also contact the ICO by phone on 0303 123 1113 or visit their website for more information at- <https://ico.org.uk/concerns>