

## **PRIVACY NOTICE: ACTIVE TRAVEL NETWORK SURVEY**

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Newtown St Boswells, Melrose TD6 0SA. You can contact us on 0300 100 1800 or [customeradvice@scotborders.gov.uk](mailto:customeradvice@scotborders.gov.uk).

The Council's Data Protection Officer can be contacted using the contact details for the Council as set out above or by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk)

### **Why we collect and use your information:**

The Hawick Active Travel Network Project is funded through "Places for everyone" and in partnership with Sustrans Scotland. By working in partnership with Sustrans Scotland, we aim to create safe, attractive, healthier places by increasing the number of trips made by walking, cycling and wheeling for everyday journeys in Hawick and its surrounding rural areas.

We need information from you to enable us to understand how we can improve active travel in and around Hawick. For the majority of people who respond, we will not be able to identify them from the information collected. However, we recognise that due to the rural nature of the Scottish Borders there may be a small number of cases where individuals may be identifiable. We will collect and use this information as part of our public task to contribute to the Scottish Government's aim for a healthier, environmentally sustainable nation, as laid out in the National Performance Framework.

### **Who we may share your information with:**

Your information will be accessed by Council staff who need to use it for the purposes described above. CPE Consultancy are working with us to carry out an analysis of the responses to the survey and provide technical support. Therefore they will also have access to information provided in responses.

The results of the survey will be anonymised and shared with Sustrans Scotland as required by the fund. We will retain responses in their original form for 36 months, at which point we will have completed our analysis and the data will be anonymised.

In general the Council does not transfer personal data outside either the UK or the European Economic Area (EEA) 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 EEA 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.

### **If you have provided information about someone else:**

If you have provided information about another individual with your survey response, please make sure that you have told them that you have given their information to Scottish Borders Council. If they want any more information on how we will use their information they should read this privacy notice.

## Your rights

For more information on your rights please visit our website

<http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

## How to raise a complaint

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office (ICO), who can be contacted by post at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at <http://www.scotborders.gov.uk/complaints>