

## **Your information: Consultation on the Development Plan Scheme & Participation Statement**

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)

### **How we will use your information**

By completing the online survey you are consenting to the Council holding your data. The Council would ask that you limit any personal data provided within the free textboxes. The Council will only retain what is relevant for the purposes of understanding opinions relating to the Development Plan Scheme and Participation Statement.

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

The information, including your name/email address (if provided), will be retained for a period of one year following your submission and will be stored and destroyed in a secure manner.

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

Your information will be accessed by relevant staff who need to do so in order to provide the service described above. We will not share personal information with third parties where there is no lawful basis.

The Council is legally obliged to share certain data with other public bodies such as Police, HMRC, CSA, Scottish Courts and the Public Ombudsman and will do so where the law requires this and it will be proportionate.

### **Third Party Information**

If you have provided anyone else's details to us, 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 can [visit our website](#) or email [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk)

### **Your rights**

For information on the rights you have over your personal data, please [visit our website](#) 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**

Please [visit our website](#) for information on how to raise a complaint if you are unhappy with the way the Council has processed your data.