

Riverside Community Council Privacy Policy

Our contact details

Name: Emily McLaughlin (Secretary)

Address: 19 Forth Crescent

Phone Number: 07709426951

E-mail: riversidecommunitycouncil@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Name, address, telephone number, e-mail address
- Nature of communication
- Newsletter analysis statistics

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have signed up to our newsletter
- You have contacted the community council e-mail address or spoken to a community councillor in person regarding an issue

We do not collect personal information from any other source.

We use the information that you have given us in order to

- Share information about issues, events or consultations relevant to the Riverside area and community.
- Share information about issues, events or consultations relevant to the aims and objectives of Riverside Community Council
- Share information about issues, events or consultations from Stirling Council and the Scottish Government.

We do not share your information without prior consent.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting:

Emily McLaughlin riversidecommunitycouncil@gmail.com

We need it to perform a public task.

How we store your personal information

Your information is securely stored securely on-line.

We keep personal details collected for the purpose of our newsletters until otherwise instructed.

We keep personal details collected for the purpose of dealing with a specific interest until the matter is resolved. We will delete your data from our e-mail account. It will not be used for any further communication purposes unless further consent is given.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at riversidecommunitycouncil@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to Emily McLaughlin riversidecommunitycouncil@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>