

# FOR GUIDANCE

## Privacy statement for XXXX Community Council

1. **Who we are:** XXXX Community Council was first established under the Local Government (Scotland) Act 1973. Thereafter, the Local Government etc. (Scotland) Act 1994, which produced the current system of unitary local authorities, made the provision for the continuation of community councils.
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.”*

(Local Government (Scotland) Act 1973 section 51, 2)

We may also use your information to verify your identity where deemed appropriate, contact you by post, email or telephone and to maintain our records.

3. **Legislative basis for using your information:** We aim to fulfil our General purpose as part of our statutory function as your local Community Council. You can find more details of our role by contacting XXXX.

Information is also available at [www.glasgow.gov.uk/communitycouncils](http://www.glasgow.gov.uk/communitycouncils)

4. **What might we do with your information?** We will not share your personal information with any third parties unless we secure your full permission to do so in the first instance.

Information may be analysed internally to help us to reach all communities within our boundary area. It could also help us to improve our engagement and representation of the whole community.

We will normally keep your personal information for the purposes it was collated for. The Scottish Council on Archives (in their capacity as an advisory body on local authority records management) does not specify a retention period for Community Councils, although it is considered appropriate for any records to be reviewed and/or confidentially deleted at the end of the Community Council's 4-yearly cycle, or sooner should the Community Council decide to do so.

### 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:

- I. we no longer need to hold the information for the purposes for which it was originally obtained.

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- II. 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 marketing and/or promotional purposes of the Community Council.
- III. we are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below.
- IV. 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 3 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 are (1) checking the accuracy of personal information that we hold; (2) an objection you have made to our use of your information; (3) if 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 XXXX 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 by XXXX.

Should you be dissatisfied with the response from the Community Council to your complaint, you may consider contacting the Community Councils' Support Officers at Glasgow City Council. Their contact details are as follows:

- Lawrence O'Neill     [Lawrence.ONeill@glasgow.gov.uk](mailto:Lawrence.ONeill@glasgow.gov.uk)     0141 287 4109
- Steven Dowling     [Steven.Dowling@glasgow.gov.uk](mailto:Steven.Dowling@glasgow.gov.uk)     0141 287 4111

**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. By phone on 0303 123 1113 (local rate) or 01625 545 745. You may also visit their website for more information at - <https://ico.org.uk/concerns>