

Privacy notice – East Renfrewshire Renewable Energy Fund

Who will process your information?

The personal information you give to us through any of our forms relating to the East Renfrewshire Renewable Energy Fund and any other personal information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock G46 6UG for the administration of Grant and Business Support Services and funding applications for the provision of those services.

Why do we process your information?

Your information is processed to help us administer and provide community funding support. It is also used to ensure you get any funded programmes you are entitled to. Your information may also be shared with other departments within the council and other organisations for the same purposes and also to

check the information we have is accurate;

prevent and/or detect crime; and

protect public funds

Other organisations comprise bodies responsible for auditing or administering public funds, Scottish Government, other local authorities, Scottish Power Renewables, Audit Scotland and the Community Planning Partnership within East Renfrewshire.

What is the legal basis for us to process your information?

The council processes your information to perform a task carried out in the public interest, the performance of a contract and in the exercise of official authority, namely the task of administering the grant scheme.

Do you have to provide your information?

Without the correct information we may not be able to process funding for grant programmes and support and you may not receive benefit from the support programme which you have applied to. If we ask you to provide specific information in order to assess the grant or support package you have applied for and you do not provide this information we will be unable to progress your application for support.

How do we collect information about you?

Through our support and grants process, we collect your organisational details. Within our forms we collect data for contact purposes and to verify identity. This may include some personal data as below and you provide this information as a representative / authorised person completing the forms on behalf of your organisation.

Such personal information may comprise: -

your name,

your organisational name

email address which may contain your name

We may request to see a copy of your identification such as a driving licence or passport but will not keep a copy or information from these documents.

How long will we keep your information?

The council will hold your information from the end of the year it was provided for a period of six years. Your information will be destroyed under confidential conditions after this period.

Who is your information shared with?

Your information will be accessed by council staff who need to do so to administer grant and support services and funded programmes you may apply for. If such administration is provided on the council's behalf by an external agency, that agency will also have access to your information.

This includes the Scottish Government, other local authorities, Scottish Power Renewables, Audit Scotland and the East Renfrewshire Community Planning Partnership.

The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information and inform future service delivery.

Your information may also be shared with other departments within the Council, bodies responsible for auditing or administering public funds, other councils, public sector agencies, governmental departments and other private companies or entities (such as credit reference agencies or service providers).

The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you.

We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

Profiling and automated decision-making

The council does not use profiling or automated decision-making for administering grant funding or support services. Some processes are semi-automated but a human decision-maker will always be involved before any decision is reached in relation to you.

Your rights

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You have the right to access personal information the council holds about you by making what is known as a subject access request. You can receive a copy of your personal data held by the council, details on why it is being held, who it has been or will be shared with, how long it will be held for, the source of the information and if the council uses computer systems to profile or take decisions about you.

We want to make sure that your personal information is accurate, complete and up to date. You have the right to ask us to correct any personal information about you that you believe does not meet these standards

You have the right to object to the council's use of your personal data. The council will generally have to demonstrate why it is appropriate to continue to use your data but you have an absolute right to tell us to stop using your personal information for direct marketing purposes.

You have the right to ask us to delete personal information about you where:

- you think that we no longer need to hold the information for the purposes for which it was

- originally obtained
- you have a genuine objection to our use of your personal information
- our use of your personal information is contrary to law or our other legal obligations.

Complaints

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer by post at:

The Data Protection Officer
East Renfrewshire Council
Council headquarters
Eastwood Park
Giffnock
G46 6UG

or by email at dpo@eastrenfrewshire.gov.uk

You have the right to complain directly to the Information Commissioner's office (ICO).

The address of their head office is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF

Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at www.ico.org.uk

The ICO also have a regional office at 45 Melville Street, Edinburgh EH3 7HI

Telephone: 0303 123 1115 e-mail: scotland@ico.org.uk

While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance.