

## **East Renfrewshire Community Directory - Privacy Notice**

The Community Directory is administered by East Renfrewshire Council, Eastwood Park, Giffnock, G46 6UG and is for sharing community group information with our partners and displaying groups and contact information publically on the Council's website.

This notice will inform you as to the data that will be collected, how we look after your personal data and tell you how you can find out more about your privacy rights.

### **Purpose of the Community Directory**

We will use information to provide a range of services and opportunities for policy and planning purposes as well as sharing this with our Community Planning Partnerships and members of the public via our website.

We will always handle your personal data with respect, hold it securely and only ask for data/information that is necessary.

### **What personal data will we collect?**

We will only collect the personal information we need to provide you with relevant information, services and support. This will comprise:

- Your name
- Email address
- Telephone number

### **What is the lawful basis for processing?**

Data Protection Legislation sets out the lawful basis for processing personal data and for the purposes of the Community Directory lawful basis for processing personal data is:

1. Legal Obligation – the processing is necessary for the Council to comply with the law
2. Public Task – the processing is necessary to perform a task in the public interest or for the official functions, and the task or function has a clear basis in law

The information is required by the Council in order to carry out its duties under the Local Government Scotland Act 2003 and:

- Community Empowerment (Scotland) Act 2015
- Community Learning and Development responsibilities following the Strategic Guidance for Community Planning Partnerships: Community Learning and Development issued by the Scottish Government.

### **Providing accurate information**

It is important that we hold accurate and up to date information. If any details have changed or change in the future, then you should ensure that you inform us so that we can update our records.

### **Who is your information shared with?**

Your information may 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; and
- protect public funds

We may also share with other organisations of the Community Planning Partnership (including but not limited to NHS, East Renfrewshire Culture and Leisure, Police Scotland and Voluntary Action East Renfrewshire) in relation to training, funding or networking events as well as other community and consultation events being held.

### **How long will we retain information about you?**

We will only retain your personal data for as long as:

- we need to provide this service to you (your contact details will be kept for as long as you wish to be included in the directory)

Full details of how long the Council retains personal data can be found in the Council's [Retention Schedule](#).

### **Removal from the Community Directory**

If you no longer wish to have your data published please inform us by contacting Partnership and Community Services, East Renfrewshire Council, Eastwood Park, Giffnock, G46 6UG. Email: [listening@eastrenfrewshire.gov.uk](mailto:listening@eastrenfrewshire.gov.uk) Telephone: 0141 577 4011 to request removal from the directory.

### **Your Information rights**

Depending on why we need to process your information you will have rights to how your information is used. These will be detailed in our [Privacy Policy](#) published on our website.

If you have concerns about the processing of your personal data, by the council, you may contact the Data Protection Officer at [dpo@eastrenfrewshire.gov.uk](mailto:dpo@eastrenfrewshire.gov.uk).

For independent advice about data protection, privacy and data sharing, visit the Information Commissioner's Office website at <https://ico.org.uk/your-data-matters/>.