

East Lammermuir Community Council

Data Protection and Privacy Notice

East Lammermuir Community Council (ELCC) is a “data controller” and “data processor” of the personal information that you provide us when you contact us with an enquiry or apply for grant funding from the Crystal Rig Community Benefit Fund.

Summary

Under General Data Protection Regulations (GDPR, 2018), we need to advise you how we use your personal data. When you contact us your contact information is collected and used by us in order to resolve your query or process your windfarm grant application. We will not sell your personal information to any third party. We will notify you promptly of any breach of your personal data which might expose you to serious risk. Your data will be kept for as long as is necessary to resolve your enquiry. A record of all Crystal Rig grant applications will be kept for two years and data from successful applications will be retained for seven years (for accounting purposes) then securely deleted. Data from successful grant applications is shared with Fred Olsen Renewables, Crystal Rig fund administrators and the Community Council’s auditor.

If you need more information, please contact ELCC via the contact form on www.eastlammermuircommunitycouncil.org.uk or email elcc.comms@gmail.com. All enquiries will be dealt with with as soon as possible. Please read the full policy below for more details.

Privacy Notice

This policy explains:

- when and why ELCC collects personal information
- how we use your data
- how we keep your data secure and your rights.

We reserve the right to amend this Policy from time to time without prior notice. The most up-to-date privacy notice will be available on our webpage at all times. We will always comply with the General Data Protection Regulations (GDPR - www.ico.gov.uk) when looking after your data. ELCC members can be contacted via the contact form on the ELCC website.

Personal data

When you contact us with an enquiry, your personal information such as your name and email address is used by the Committee in order to resolve your query.

When you apply for Crystal Rig funding, your personal information is collected and used to process your application, including your name, address, email address, telephone number, organisation/charity registration number (if applicable) and personal information relating to your grant application, for example bank details.

Lawful basis for data processing – contractual purposes

We need to collect your personal information to process a windfarm grant application submitted by you. If we do not collect this personal information, then this will prevent us from fulfilling our responsibilities to you.

Who do we share your personal information with

Personal data is kept within the committee (who are all subject to a duty of confidence). Successful grant applications are shared with the Fred Olsen Renewables administrators of the Crystal Rig fund, for approval and release of funds, and with the Community Council’s auditor for accounting purposes. Fred Olsen Renewables may keep your application form for the duration that their grant fund is available, and for a minimum of seven years after.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

How we protect your personal information

Your application data is stored on our electronic and manual filing system. These are accessed only by the Committee for the purposes set out above.

How long do we keep your personal information?

Your personal data is collected when you contact us with a question. We will only keep your personal information for as long as necessary to resolve your query.

Your personal data is also collected and processed when you apply for grant funding. This data is used by the committee in order to process the application. Your contact details will not be shared with any other parties. If successful, your grant request details (name, project title, amount requested, estimated costs/match-funding and project information) are sent to Fred Olsen Renewables Crystal Rig fund administrators for approval and release of funds. Your application data will also be shared with the Community Council's accounts auditor. We will keep the data from your application form for two years (if the application is unsuccessful), for tracking purposes, or for seven years (if the application is successful), for accounting purposes. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Your rights

You can exercise any of the following rights by contacting us via our contact form on our website.

Your rights to access stored data

You can request a copy of any data held in your name and this information will be provided within one month of the request being made. If any of the data is incorrect then you can request it to be rectified (records of such a request, whether made verbally or by email, your identity has been verified, and within one month, the data will be updated at source. You also have a right to request that we restrict the processing of your personal information for specific purposes or to have your data deleted. If you request erasure of all records then that we may not be able to resolve your query or process your grant application.

Any requests received by us will be considered under applicable data protection legislation.