**GDPR Privacy Statement**

**Privacy statement for Community Engagement in Charleston and Dryburgh**

**Who we are:**

Dundee City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Square, Dundee, DD1 3BY and you can contact our Data Protection Officer by post at this address, by email at: infogov@dundeecity.gov.uk and by telephone on 01382 434206.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to contact you:

* in order to provide you with information about opportunities to volunteer in your community; and/or
* send you a copy of the final report from this piece of work.

**Legal basis for using your information:**

We provide these services to you as part of our statutory function as your local authority, as set out in the Requirements for Community Learning and Development (Scotland) Regulations 2013 and the Community Empowerment (Scotland) Act 2015. You can find more details of our role on our website at <https://www.dundeecity.gov.uk/service-area/neighbourhood-services/housing-and-communities/community-regeneration-section>. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

**Who do we share your information with?**

We may share this information with other public bodies (and also receive information from these other bodies) when required to do so by law. Otherwise the data is not used to identify you for any other purpose and will not be shared.

**How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. If you have only asked us to send you a copy of the final report, we will delete your personal information once the report has been sent out. If you have asked to be kept up to date with community activity and volunteering, we will retain your information for a retention period of 3 years, which is the typical period of time between Community Engagements of this nature.

**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 about you.
* **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 that you believe does not meet these standards.
* **Deletion of your information** *–* you have the right to ask us to delete personal information about you where:
1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
2. we are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below
3. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
4. our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information**– in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

**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. If you wish to withdraw your consent at any time, please contact the Lochee Community Office on 01382 431839 or contact the Communities Officer, Lee Haxton at lee.haxton@dundeecity.gov.uk

Please contact us as stated above if you wish to exercise any of these rights.

**Complaints:**

We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who 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. Visit their website for more information at- <https://ico.org.uk/concerns>

**More information:**

For more details on how we process your personal information please email infogov@dundeecity.gov.uk.

If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.