

Selkirk Community Council Privacy Statement

Privacy Statement

PLEASE READ THIS NOTICE CAREFULLY.

It explains what data we collect, how we use your personal information and your legal rights relating to your personal information.

Who are we?

We are Selkirk Community Council, whose Constitution can be found on our website www.selkirkcommunitycouncil.co.uk. We are committed to protecting and respecting your privacy.

This notice (along with any Terms and Conditions where appropriate, together our Terms of Use) applies to your use of our website and the services we offer.

Please note that any reference to Data Protection Law we make in this document includes the Data Protection Act 1998 and all associated legislation including the General Data Protection Regulation (“Data Protection Law”).

We are required by law to treat your personal information legally and fairly. We must also give you the means to correct it if it is wrong, allow you to object to our processing it and, in some instances, delete it from our systems if you ask us to do so.

WE ARE YOUR DATA CONTROLLER

For the purposes of Data Protection Law, we are the Data Controller in relation to the processing of your personal data.

What information do we collect about you?

We collect and process data about you in different ways, depending on the service you are using. We collect data through the following services:

- Contacting us via our website or dedicated email address
- Our newsletters
- Surveys that we run
- Our website

Please refer to the relevant section below.

Contacting us

Personal data you give us when you contact us:

Name

Email address

If you want to contact us you can email us directly at info@selkirkcommunitycouncil.co.uk. To allow us to contact you and keep you up to date with your request you must give us a valid email address.

We will store your personal information securely and use it to follow up on any requests or to contact you for more information.

Our legal basis for processing your information is that we have a legitimate interest in being able to communicate effectively with the members of the community for whom we are representative.

Newsletter

Personal data you give us when you subscribe to our newsletter:

Name

Email address

Our legal basis for holding your personal data is solely to be able to provide you with the newsletter, as requested.

Surveys

Personal data you give us when you complete one of our surveys:

Name

Email address

Our legal basis for processing your personal data is that you consent to provide us with the information so that we can reasonably continue to represent the community in the most accurate way.

How do we use the data we collect?

We use personal data held about you in the following ways:

To allow you to sign up for our newsletter so that you may receive it electronically. It is also available for anyone to access as a free download on our website.

To canvass your views and opinions on a range of issues relevant to Selkirk and the TD7 area, to help us more accurately reflect public opinion.

Disclosure of your personal data

We will not sell your information or disclose it for direct marketing purposes.

We will disclose the personal data we process about you to the following third parties for the purposes indicated below:

Personal Data / Recipient / Purpose

Name, email address, To send you newsletters periodically

Name, email address, To consultants commissioned especially to help us improve Selkirk and the TD7 area as part of the 'Selkirk & The Valleys' initiative.

To allow you to participate in our surveys

Disclosure to other parties

In addition, we may disclose your personal data to third parties:

If we are under a duty to disclose or share your personal data in order to comply with any legal or regulatory obligation or request;

In order to:

enforce or apply any Terms of Use or other agreements you have agreed to with us or to investigate potential breaches; or

protect the rights, property or safety of our users or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

Where we store your personal data

Personal data you provide to us is stored on computer equipment in the UK .

How long we will keep your data for

The following shows what personal information we hold and how long it is held for.

<u>Personal Data</u>	<u>How long we hold it</u>
Newsletter	Retained for as long as you subscribe; deleted immediately when you unsubscribe
Contact data	Retained for the period it takes us to respond to your query satisfactorily or after one calendar year
Survey	1 year

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your personal data in transit; any transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access to your personal data.

Your rights

You have the following rights:

You can seek to restrict our processing of your personal data or object to us processing your personal data at any time by contacting us at info@selkirkcommunitycouncil.co.uk or by writing to us at the address of the current Secretary, as listed on current Minutes of meetings of Selkirk Community Council .

You have the right to lodge a complaint with the Information Commissioners Office (ICO) if you think that we have infringed your rights. You can find more information about reporting a matter to the ICO at the following link: <https://ico.org.uk/>

You have the right to access personal data held by us about you. If you wish to view, correct or update any information we hold about you please get in touch by email to info@selkirkcommunitycouncil.co.uk or by writing to us at the address of the current Secretary, as listed above.

In certain circumstances you have the right to ask us to delete all the information we hold about you. If you wish to do so, please get in touch by email to info@selkirkcommunitycouncil.co.uk or by writing to us at the address of the current Secretary, as listed above.

Please note that we may be obliged to retain some information about you to allow us to fulfil our legal obligations.

Please be aware that we are legally obliged to verify your identity using reasonable means before you can exercise your rights.

Our newsletter

You are free to unsubscribe to our newsletter service whenever you want by clicking on the unsubscribe button in the newsletter or by sending an e-mail to info@selkirkcommunitycouncil.co.uk

Our website

Our website may, from time to time, contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites and any services that may be accessible through them have their own privacy notices and that we do not accept any responsibility or liability for these notices or for any personal data that may be collected through these websites or services, such as contact and location data. Please check these notices before you submit any personal data to these websites or use these services.

Social media plugins

Our website may use Social Media plugins (plugins) for Twitter, Youtube and others. If you call up one of our website pages which has a plugin of this kind, your browser sets up a direct link to the social media provider servers. The content of the plugin is passed by the provider directly to your browser and integrated by it into the website. This means that we have no influence over the data that they obtain with the help of this plugin.

We therefore inform you that through the plugin, the provider obtains information about you, even if you do not own a profile with the provider or are not logged in at the time. This information, including your IP address, will be passed from your browser directly to the provider and stored on its servers. The server location may be outside the European Union/EEA.

Changes to privacy notice

Any changes we may make to our privacy notice in the future will be posted on our website and, where appropriate, notified to you when you next visit. The new terms may be displayed on-screen and you may be required to read and accept them to continue your use of our services.

Contact

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed by email to info@selkirkcommunitycouncil.co.uk or in writing to the address of the current Secretary, as listed above.

Last Updated 02/05/2024