

Garvald & Morham Community Council

Data Protection and Privacy Notice

Garvald & Morham Community Council 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 Crystal Rig windfarm grant funding.

This document is published on the website www.garvald.org.uk in the Community Council’s webpages.

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 at two years and data from successful applications will be retained for seven years (for account 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 the Secretary of the Garvald & Morham Community Council. The easiest way to get in touch is via the contact form on www.garvald.org.uk. All enquiries will be dealt with within a month. Please read the full policy below for more details.

Privacy Notice

This policy explains:

- when and why Garvald & Morham Community Council 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. Garvald & Morham Community Council members can be contacted via the [contact form](#) on the Garvald 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 any relating to your grant application.

Lawful basis for data processing – contractual purposes

We need to collect your personal information when 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.

Lawful basis for data processing – legitimate purposes

We may process your personal information in pursuit of our legitimate interests to:

- promote and encourage participation in Garvald and Morham village activities.
- respond to and communicate with you regarding questions, comments or, support needs.

All enquiries should be directed to the Secretary via the website contact form on www.garvald.org.uk. We will use your personal

information where necessary to resolve your query.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal data for the above purposes. If you wish to object to any of the above data processing, please contact us. If we agree and comply with your objection, this may affect our ability to undertake the tasks above.

Lawful basis for data processing – consent

If you have given consent for your email address to be added to the Garvald & Morham Website ‘news updates’ MailChimp mailing list, you will be able to read the latest updates relating to the villages. You may request that we stop sending you these updates by using the contact form on the village website or by clicking the ‘unsubscribe’ button at the bottom of every MailChimp-generated email. MailChimp’s Privacy Policy is available on their website: <https://mailchimp.com/legal/privacy/>.

Facebook

The Garvald Facebook page may be used to provide a social media presence for Garvald & Morham Community Council and other village groups. Facebook users are advised to conduct themselves politely and appropriately when engaging with us on social media. We agree to conduct ourselves accordingly online. While we do have an official profile on social media, users are advised to verify authenticity before engaging with, or sharing information with such profiles. Users may contact Garvald & Morham Community Council through Facebook Messenger but as this page is not solely administered by members of the Garvald & Morham Community Council, we prefer that you contact us via email or the website contact form.

Other uses of your personal information

We may ask if we can process your personal information for additional purposes if they are not covered by the above privacy notice. Where we do so, we will provide you with an additional or updated privacy notice with information on how we will use your information for these additional purposes.

Who do we share your personal information with?

Personal data is kept within the committee (who are all subject to a duty of confidence) and securely stored. 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 personal information is stored securely on our electronic filing system on our computers based in the UK, and is accessed only by the Committee for the purposes set out above.

Emails sent out via the mailing list from the Garvald village website uses MailChimp, a US-based company using US servers to store this data, meaning that data is transferred out of the EU. However, this company has signed up to the “Privacy Shield”, which is an agreement between the US and EU Commission relating to the protection of personal data – this constitutes a safeguard under GDPR.

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 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 summary information) are sent to Fred.Olsen's 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 <https://www.garvald.org.uk/>.

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, will be retained to avoid any dispute about how we interpreted the request). Once 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. Please note that some records may

need to be retained for seven years for accounting purposes.

Any requests received by us will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk.

Data Protection impact assessments

We will keep a record of what data we store and of our regular processing activities, along with copies of our privacy statements.

We regularly review and, where necessary, update our privacy information, to address areas such as data retention, security and data sharing. If we plan to use personal data for a new purpose, we will update our privacy information and communicate the changes to individuals before starting any new processing. In our data privacy reviews we undertake an information audit to find out what personal data we hold and what we do with it. We put ourselves in the position of the people we're collecting information about, to make sure all data is protected.

Useful links

GDPR - Data protection from May 2018

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Garvald Village Website Privacy

<https://www.garvald.org.uk/about/>