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***HALFWAY COMMUNITY COUNCIL***

**DATA PROTECTION**

Halfway Community Council Committee (hereafter named the Committee) follows the General Data Protection Regulation (GDPR) in its handling of each member’s personal data.

1. The Community Council’s Office Bearers (Chair, Vice Chair, Secretary and Treasurer) are aware of procedures to comply with the GDPR.
2. The Committee holds personal data in the form of name, address, telephone numbers and email addresses of the council members who have indicated consent on the Personal Details Form (attached).
3. Council members information is held by the Secretary will not be passed on to any other organisation or individual without the consent of the Council Member.
4. Council Members have the right:
   1. to be informed
   2. of access to their data
   3. to rectification
   4. to erasure
   5. to restrict processing
5. The lawful basis for the Committee processing your data is as follows:-
6. consent has been given
7. legitimate interests – to enable committee to communicate news and information about the Community Council, and from other external parties, and items of interest which fall within the scope of the Community Council’s objectives.
8. Consent will be asked for each new session on the Personal Details Form. Previously completed Personal Detail Forms will be disposed of securely.
9. Council members can refuse to consent without detriment and can withdraw consent at any time by notifying the Secretary. If requested, data will be erased within 28 days.
10. Information on individuals will be deleted should the individual cease membership of the Halfway Community Council.
11. The Committee holds the data on the Secretary’s personal PC which is password protected and all files are backed up off site.
12. Any emails sent to all external parties & those who are members of the Community Council will be blind carbon copy (bcc) to ensure privacy as recipients of the email should not be visible to others on the email. This also applies to forwarding of emails.
13. Anyone with concerns over the Committee handling of data has the right to complain to the Information Commissioners Office:

Information Commissioner’s Office

45 Melville Street

Edinburgh EH3 7HL

Tel No: 0303 123 1115 e-mail: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)