

Privacy Policy

East Lammermuir Community Council (ELCC) is a voluntary local body, established under the [East Lothian Community Council Scheme](#), representing the interests of the community. We are committed to protecting your personal data in line with the General Data Protection Regulation (GDPR).

We are the data controller and data processor of the personal information that you provide us when you contact us with an enquiry, sign up for a mailing list, or apply for grant funding.

Summary

Under General Data Protection Regulations (GDPR, 2018), we need to advise you how we use your personal data. We collect your information solely to respond to your enquiry, process your grant application, or when you sign up for online updates. We will never sell your data to any third party. In limited circumstances, data from successful applications is shared with fund administrators and the Community Council's auditor. Data is kept only for as long as necessary

You have the right to access, correct, restrict or request deletion of your personal data at any time. Please read the full Privacy Notice below for further details, or contact us at secretary@elcc.scot with any questions.

All enquiries will be dealt 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 – <https://ico.org.uk/>) when looking after your data.

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. Where you have given consent on a mailing list, we also use your information to share updates about community matters, meetings and events, and to consult on local issues as appropriate.

When you apply for grant 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 grant application submitted by you. If we do not collect this personal information, then this will prevent us from fulfilling our responsibilities to you and accurate records of our activities.

Who do we share your personal information with?

Personal Data is kept within the committee and paid support roles who are all subject to a duty of confidence).

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 fund administrators for approval and release of funds. Your application data will also be shared with the Community Council's accounts auditor.

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.

Reports about issues relating to the energy developments will be shared with the relevant contacts for that energy projects to assist with resolving the issue.

How long do we keep your personal information?

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

Grant applications - ELCC 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.

The fund administrators may keep your application form for the duration that their grant fund is available, and for a minimum of seven years after.

Mail listings – we will keep your data until you unsubscribe...

Reporting portal - data will be kept for 2 years after your submission, then will be automatically deleted.

How we store and protect your personal information?

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

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 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

Data breaches

If a data breach occurs, we will record it, then we will assess the risk, report it to the Information Commissioner's Office to comply with the Data Protection Act, and where required, inform the affected individuals.

Contact Details

Secretary@elcc.scot or on the ELCC website [Contact Us](#) page

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