

Privacy Statement

Privacy Statement – Public Facing

We are Portobello Community Council, with principal mailing address of 14 Rosefield Avenue, Portobello, Edinburgh EH15 2AU. You can contact us at the above address or by email to: secretary@portobellocc.org.

Our Undertaking to you

In this Privacy Statement we will tell you how we collect and use your data. We will use it to look after your interests in the best way we can and to ensure we can properly act on your behalf. We will make sure we collect and store your data securely.

If you're responding to a consultation:

We collect your data from you. This could be face to face, over the phone, email, letter, or online.

If you sign up to our Newsletter or email alerts:

We will receive your personal data from you when you complete an online signup form.

Data we receive from third parties

We will also receive and process personal data of third party applicants at the request of public bodies like City of Edinburgh Council. These could be applicants in Planning, Licencing or other matters of public interest. This list is not exhaustive and we will receive and process personal data from a range of third parties

The types of personal data we collect

We collect name and contact details including postal address, telephone numbers and email addresses.

What we will do with your personal data?

If you respond to a consultation run by Portobello Community Council, we may use your data to inform actions taken by the community council in relation to matters of community interest. These could include making representations on behalf of the community to the local authority, other public bodies or community groups.

If you have signed up to receive our Newsletter, we will use your personal data to send you our Newsletter.

You have the following rights in relation to your personal data:

You have the following rights:

- Access to the personal data we hold about you, free of charge in most cases;
- The correction of your personal data when incorrect, out of date or incomplete;
- Object to the processing of your personal data where we have no legitimate overriding interest, or once the purpose for which we hold the data has come to an end;
- That we stop using your personal data for direct marketing;
- That we stop any consent-based processing of your personal data after you withdraw that consent.
- To ask us to delete or erase your personal data

On what basis are we processing your personal data?

Where you are a responding to a consultation

Our Lawful Basis for Processing your personal data is your Consent which can be withdrawn at any time.

Where you have signed up for our Newsletter and email alerts

Our Lawful Basis for Processing your personal data is your Consent which can be withdrawn at any time after which you will receive no further communications of this nature from us.

If a local authority or other public body has provided your personal data in the course of an application or other matter of public interest.

Our Lawful Basis for Processing your personal data is the public interest. Examples of such individuals could include Planning, Licencing or other applications. This list is not exhaustive and there are many other instances where we will be required to process personal data as instructed by public bodies.

Personal data processed by third parties on our behalf

Your personal data will be processed by third parties with whom we transact to facilitate consultations, store or analyse results or send email newsletters. These include Google Docs, and Typeform for gathering and analysing consultation responses and Mailchimp (Mandrill) for sending email newsletters. We use Bascamp to circulate information amongst community council members. This list is not exhaustive and will change from time to time. If you require specific details, please contact us.

We are regulated by the City of Edinburgh Council.

Our Data Retention Policy

Where you responding to a consultation

We will retain your data in accordance with our current data retention policy.

Where you have signed up to receive eNewsletters

If you have signed up to our Newsletter or email alerts, you can unsubscribe at any time and ask us to delete any data we hold at any time.

If you are a third party applicant

We will retain your data in accordance with the instructions of City of Edinburgh Council or other public body which has supplied the data and in accordance with our Data Retention Policy.

Data Policies

Data Policies

Individual and Member Data Policies

Category of Data/Data processing item	Policy
Online Account Security Policy	Access to the online accounts are by User Name and Password.
Data Access Policy	Only authorised users can access the data stored by Portobello Community Council.
Data Storage Policy	Stored in Basecamp, Google Docs, MailChimp or Typeform.
Third Party Processing Policy	Only data required for processing will be processed by any third party. All third parties will enter into a Third-Party Contract for processing services containing all required conditions as set down in the GDPR. We will not deal with any third-party organisation unless they agree to provide such a contract.
Data Retention Policy	Our minimum retention period will accord with the timescales recommended by the City of Edinburgh Council.
Data Destruction/Erasure Policy	Electronic data will be anonymised

Data Retention Policy

Data Retention Policy and Retention Periods for Community Council Records

Record Types	Retention Requirements
Core meeting records (to include approved minutes, agenda, and supporting reports)	Retain Permanently. Community councils will routinely transfer minutes of their meetings to the City of Edinburgh Council. A full set of meeting papers (including agenda, supporting papers and minutes) for each community council meeting should also be transferred to Edinburgh City Archives for permanent preservation. The Archives team can be contacted by email at: archives@edinburgh.gov.uk

Consultations; responses to planning and licensing applications	Date of last action + 5 years, then DESTROY
Media relations; correspondence, articles, monitoring	Date of last action + 5 years, then DESTROY
Other correspondence; including with individuals and other organisations	Date of last action + 5 years, then DESTROY
Newsletters	End of Calendar Year + 3 years, then DESTROY
Projects (including campaigns)	Project closure + 2 years (small scale) or 10 years (large scale), then REVIEW
Surveys; admin, preparation & responses	Date of last action + 3 years, then DESTROY
Surveys; final report & analysis	Publication + 5 years, then REVIEW
Accounting records	End of Financial Year + 6 Years, then DESTROY
Raising, receiving & spending of domestic funding	End of Financial Year + 6 Years, then DESTROY
Raising, receiving & allocation of EU sourced funding	For advice on EU funding record retention requirements contact the City Council's Records Management team at: recordsmanagement@edinburgh.gov.uk
Routine administration of bank accounts	Closure of account + 6 years, then DESTROY
Deposits/withdrawals/transfer of funds	End of Financial Year + 6 Years, then DESTROY