

Privacy Notice SA1000 Citizens' Panel

When you become a member of the South Ayrshire 1000 Citizens' Panel you will need to provide us with some personal data or information.

As the 'data controller' for the personal information – or data – we hold about you, **South Ayrshire Council** decides how your personal information is used/processed, and what it is used for.

This statement provides more details about this and provides information on how to get in touch with us if you need to know more.

Your personal data – what is it?

Personal data is information relating to a living person who can be identified from that data. Identification can be based on the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016 (GDPR) and supplemented by the Data Protection Act 2018.

What Personal Data will we collect from you?

We will only collect the personal information we need to provide you with relevant information, services and support. The personal data we will collect includes:

- Title
- Name
- Address
- Email
- Telephone/Mobile phone number
- Date of birth
- Gender*
- Housing tenure*
- Whether you mostly work in South Ayrshire*

* We would like to collect other categories of personal data. Where you provide such information about your gender, your housing tenure or your work, this is done to allow us to better establish the demographic of the individuals taking part in the survey/consultation. You are entirely free to decide whether or not to provide such data and there are no consequences of not doing so.

How will we use your information?

Your personal data will only be processed by our Corporate Planning & Improvement staff in the People Directorate. We will only collect the personal data we need in order to provide you with access to appropriate consultations from South Ayrshire Council or its partners. In order to do this effectively, we will ask you to select your preferred method of communication and the policy areas of interest to you. Your personal data helps us select a sample of the membership for particular consultations to ensure we get the right people to consider issues that may be relevant to them. We also use this data so that we can analyse the results based on these factors.

What is the legal basis for using/sharing your information?

Membership of the SA1000 Citizens Panel is entirely voluntary. Processing is necessary under the terms of the GDPR for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller as per Article 6(1) (e) and under Article 89 of the GDPR namely for analytical and research purposes . The legislation underpinning the provision of this service is within Part VI of the Local Government (Scotland) Act 1973.

Who will we share your information with?

Personal information of the SA1000 Panel membership will not normally be shared with anybody else. Your information will be used for distribution of surveys/consultations.

How long do we keep hold of your information?

We keep your personal data for no longer than reasonably necessary but generally for the purposes of consultation your SA1000 membership will carry on until we are advised otherwise by yourself or by persons with appropriate authority that you no longer wish to be a member or you move out of the South Ayrshire area or you are unable to be a member of the SA1000 panel. At that time your details will be removed from the current membership and held for a retention period of the current year plus 1 year. Withdrawing your membership will mean that you will not be contacted to participate in specific consultations. However, you will of course still have the opportunity to participate in other forms of public consultation.

What are your rights?

The lawful basis for processing/using your personal data directly impacts which rights are available to you. For example, some rights will not apply, in this case we are not required to:

- erase your personal information.
- enable the right to data portability

However, you do have the following rights and can ask us to:

- correct your personal information if it is inaccurate;
- complete your personal information if it is incomplete;
- restrict the processing of your personal information in certain circumstances

You also have the right to object to the processing of your personal information.

Do you require this statement in a different format?

Please contact us if you require this information in an alternative format.

How can you get in touch with us?

If you wish to obtain any records held by the Council relating to you, or if you have any general data protection queries, please contact the Council's Data Protection Service at:

Data Protection Officer
South Ayrshire Council
County Buildings
Wellington Square
Ayr
KA7 1DR

Email: DataProtection@south-ayrshire.gov.uk

Telephone: 01292 612 223

Are you dissatisfied with the way your Personal Information has been handled?

If you are unhappy with the way we have dealt with your personal information, you can complain to the Council's Data Protection Officer using the contact details noted above.

If you remain dissatisfied after contacting us, you have the right to complain to the Information Commissioner (<https://ico.org.uk/for-the-public/>):

Information Commissioner's Office – Scotland
45 Melville Street
Edinburgh
EH3 7HL

Email: Scotland@ico.org.uk

Telephone: 0303 123 1115