

Privacy Notice – Scottish Borders Community Planning Partnership’s People’s Panel

Data Controller

The information you have provided will be processed by Scottish Borders Council, Newtown St Boswells, TD6 0SA. You can contact the Council on 0300 100 1800 or customerservices@scotborders.gov.uk.

Data Protection Officer

The Council’s Data Protection Officer can be contacted using the contact details for the Council as set out above or by email at dataprotection@scotborders.gov.uk

How we will use your information

Your personal information will be used to inform you about opportunities to get involved in activities, such as consultations, surveys and focus groups. This will help to improve, shape and develop our services as well as enabling us to see how well we are doing compared with other local authorities.

By joining the People’s Panel you are giving us your consent to use your personal information to contact you about community engagement activities, e.g. surveys and consultations, which Scottish Borders Council and our Community Planning Partners think will be of interest to you. This information will be kept securely for as long as you wish to remain on the Panel.

Should you wish to withdraw your consent at any time we ask that you contact the Data Protection Officer using the contact details above.

Who we may share your information with

Your information will be accessed by Council staff who need to use it in order to provide the service described above. As a member of the People’s Panel your information will be shared with organisations, which are part of the Scottish Borders Community Planning Partnership, undertaking community engagement activity such as consultations, surveys and focus groups. The Council will only share your information with Community Planning Partners that we have a data sharing agreement with. More information about Scottish Borders People’s Community Planning Partnership is available [here](#).

Your information may also be shared and analysed within Scottish Borders Council in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

In general the Council does not transfer personal data outside either the UK or the European Economic Area (EEA) and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

For information on the rights you have over your personal data, please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

How to raise a complaint

Please visit our website <http://www.scotborders.gov.uk/DPYourRights> for information on how to raise a complaint if you are unhappy with the way the Council has processed your data.

Decision-Making

The Council does not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.