

Privacy Notice for Home Garden Maintenance Scheme

The Data Controller of the personal information being collected and processed is **Dumfries and Galloway Council**. This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information, which will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason, which is not specified in this notice, or for statutory functions; the Council will contact you to provide information.

Dumfries and Galloway Council Contact Details:

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: contact@dumgal.gov.uk

Telephone: 0303 333 3000

Data Protection Officer's Contact Details:

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: dataprotection@dumgal.gov.uk

Telephone: 01387 260315

Why are we collecting your personal data?

Dumfries and Galloway Council are collecting your personal data for the reasons/ purposes of

- Creating and maintaining a client database,
- To make contact with you as and when required
- To check eligibility for the scheme on an annual basis
- To create the cutting lists for the Street Scene Operatives

What personal data are we collecting from you?

Dumfries and Galloway Council need to collect the following information from you and any other adult (Over 16) living in the same household:

Name, Address, Postcode, Telephone Number, Age, Gender, Benefit Details, Property Ownership.

In the event you require the invoice to be sent to another address we will need to collect:

Name, Address, Postcode, Telephone Number.

What is the legal basis for collecting your personal data?

- Consent
- Performance of a contract

If the personal data we collect is a statutory, contractual requirement or necessary to enter a contract, if you do not provide your personal data the following may happen:

If we do not receive the information required on the application, we will be unable to fulfil the duties on the Garden Maintenance Scheme.

What will we do with your personal data?

Once the personal data is collected, we will process the information by adding your details to our Garden Maintenance Scheme spreadsheet. We will then cross-reference this information against the benefits records we hold. The name, address and postcode of the

eligible applicants will be used to create a work plan.

All information contained in the application form will be accessible to the Community Asset Administration Team for processing and planning work schedules.

Name, address and postcode only, will be available for Street Scene Operatives to follow a work plan in your local area.

Your information may be shared with Audit Scotland, the Auditor General, the Accounts Commission or one of the audit firms appointed by them to ensure fairness and transparency in data processing.

How long will your personal data be stored in the Council?

We will retain your information for 6 years. This is in line with our Dumfries and Galloway Council Record Retention Schedules.

How will we secure your personal data?

Information held by the Community Asset Administration Team will be secured by:

- password protected computers
- locked cabinets
- restricted access
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Information Held by Street Scene Operatives will be secured by:

- restricted personnel access
- Provided in a black Wallet
- Held securely in locked works vehicle
- Wallet kept out of sight

Your Individual Rights

You have the right to:

- Be informed
- Withdraw your consent at any time
- Request access to your personal data
- Data Portability (this is to move your data where the legal basis is consent or performance of a contract)
- Request your data to be corrected
- Object to the processing of your data
- Request your data to be forgotten (deleted) where the legal basis is consent
- Restrict the processing of your data
- Lodge a complaint with the Information Commissioner's Office (ICO)

Your responsibilities

- To contact the Community Asset Administration Team on 030 33 33 3000 to update your information if it changes.
- If you have provided details of an alternative contact for payment purposes, please ensure you have asked them to read this Dumfries and Galloway Council Privacy Notice.

Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner's Office (ICO):

Address: Information Commissioner's Officer, Wycliffe House, Water Lane.

Wilmslow, Cheshire

Telephone: 0303 123 1113