

Privacy Notice

Who will process your information?

The personal information you give to us in relation to village business and any other personal information we hold about you in this context will be held and processed by Carrbridge Community Council.

Why do we process your information?

You are giving us your personal information to allow us to act upon any issues, campaigns or matters that affect, you, your neighbours and the wider community in Carrbridge.

What is the legal basis for us to process your information?

We process your information so we can use our statutory powers to operate on your behalf in an attempt to resolve or address matters which you have an opinion on or have brought to our attention.

Who is your information shared with?

Your name will be shared with the members of the Carrbridge Community Council in relation to the issue you have raised. Your name will be shared with members of the wider community through the forum of the council meetings which are open to the public. The minutes are a public record of the meeting. No personal data will be attached to your name.

How long do we keep your information for?

We will only keep your personal information for the period of time it takes us to process the item or issue you have brought to our attention. Your name may be included in minutes from any of the public meetings in which your issue is raised or at which you speak on your cause. These minutes are kept as a matter of record for up to 4 years to meet Highland Council reporting standards. As a consequence, your name may be a matter of public record for that duration.

Your rights

You have the right to:

1. Be informed of the community council's use of your information
(*This notice is intended to give you relevant information to meet this right*).
2. Access personal data held about you
3. Request rectification of your personal data
4. Object to the processing of your data in certain cases
5. Ask us to delete your information where appropriate.

If you have an issue with the way the community council handles your information or wish to exercise any of the above rights in respect of your information you can contact the secretary of Carrbridge Community Council. You also have the right to complain directly to the Information Commissioner's Office (ICO).

Contact Information:

The Secretary
Carrbridge community council
Email councilsecretary@carrbrodgc.com

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
<https://ico.org.uk>