

## Musselburgh Area Partnership Privacy Notice

### Section 1: Our contact details

*Your personal information is being collected by:*  
Musselburgh Area Partnership  
Iain Clark Chair  
C/O Stuart Baxter  
Brunton Hall  
Musselburgh  
East Lothian  
07887660553  
sbaxter@eastlothian.gov.uk

*Data Controller:*  
East Lothian Council  
John Muir House  
Haddington  
EH41 3HA

*Data Protection Officer:*  
East Lothian Council  
John Muir House  
Haddington  
EH41 3HA  
Telephone: 01620 827827  
Email: [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk)

### Section 2: Why we need your personal information

As you have applied for funding from the Your Voice Your Choice2 Participatory Budgeting Programme.

Your Information will be used for this Programme and for associated publicity and promotion of this programme by the Musselburgh Area Partnership. East Lothian Council is legally required to protect the public funds it administers. For this reason, your information may also be used to prevent and detect fraud, and we may share your information with other organisations responsible for auditing and administering public funds. For more information, please visit:

[https://www.eastlothian.gov.uk/info/210598/access\\_to\\_information/12340/privacy\\_and\\_cookies/1](https://www.eastlothian.gov.uk/info/210598/access_to_information/12340/privacy_and_cookies/1)

### Section 3: Legal Information

In order for us to collect and use your information, we have to have a 'legal basis' for doing so. The legal basis for processing your personal information is:

We are processing your information as part of our public task as a local authority

The personal information we are collecting is contained in the application form including:

Name of Organisation/Group/Individual:

- Contact Name
- Position in Organisation
- Contact Address
- Telephone no
- Email
- Fax
- Address for correspondence:
- Postcode

- Charity No: (if applicable)

We will also ask for your full bank details separately.

#### Section 4: Sharing and transfer

We will be sharing your personal information with the following:

- Services within East Lothian Council, including Finance
- Central Government departments associated with Participatory Budgeting and Community Choices Funding.

Your personal information will not be transferred outside of the EU.

#### Section 5: How long will we keep your personal information?

Ref.	Activity/ Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	Location / Responsibility
YVYC 2	Application Form for funds	Use of information supplied to assist in the assessment of the application	Event Launch 3 December 2018	3 years	Destroy	Business Requirement		Paper/ electronic held by Iain Clark Chair Musselburgh Area Partnership

#### Section 6: Your rights

1. You have the right to be informed about how your information will be used.
2. You have the right to access your personal information. This is done by making a request to the Chair of Musselburgh Area Partnership at [musselburgh-ap@eastlothian.gov.uk](mailto:musselburgh-ap@eastlothian.gov.uk)
3. For more information on placing Subject Access Requests, please visit [https://www.eastlothian.gov.uk/info/210598/access\\_to\\_information/12300/access\\_to\\_information/1](https://www.eastlothian.gov.uk/info/210598/access_to_information/12300/access_to_information/1)
4. You have the right to ask Musselburgh Area Partnership to correct inaccurate or incomplete information.
5. In certain circumstances, you have the right to have your personal information erased.
6. In certain circumstances, you have the right to ask Musselburgh Area Partnership to limit the ways they use or share your information.
7. In certain circumstances, you have the right to ask Musselburgh Area Partnership to move, copy or transfer your information to another organisation in an electronic format.
8. In certain circumstances, you have the right to object to the ways Musselburgh Area Partnership process your information.
9. In circumstances where your data is processed automatically, without human intervention, you have the right to certain protections.

You can find more information about data protection and your rights on the Information Commissioner's Office (ICO) website at <https://www.ico.org.uk>.

## **Section 7: Complaints**

We take your privacy seriously, and would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact the Musselburgh Area Partnership using the contact details at the start of this Privacy Notice.

If Musselburgh Area Partnership are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner's Office (ICO). You can find further information about raising a concern with the ICO on their website: <https://ico.org.uk/concerns/>.

You can contact the ICO by post at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Telephone: 0303 123 1113 / 01625 545 745

## **Section 9: Information about other people**

If you have provided anyone else's personal information, please make sure that you have told them that you have given their information to Musselburgh Area Partnership. They will only use this information to:

Your Information will be used for this Programme and for associated publicity and promotion of this programme by the Musselburgh Area Partnership.