

## **GDPR: MIR Consultation**

### **Your information: Consultation on the Main Issues Report**

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Newtown St Boswells, Melrose TD6 0SA. You can contact us on 0300 100 1800 or [customerservices@scotborders.gov.uk](mailto:customerservices@scotborders.gov.uk).

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](mailto:dataprotection@scotborders.gov.uk)

### **How we will use your information**

We will use your information for the purposes of producing the Local Development Plan 2 (including the Main Issues Report) and to notify you at the Proposed Plan stage. The Council is collecting and using this information to fulfil our legal obligations under the Planning etc. (Scotland) Act 2006.

The information you have provided will be retained for a period of five years following your representation and will be stored and destroyed in a secure manner.

### **How we may share your information with**

Your information will be accessed by our staff who need to do so in order to provide the service described above. We will not share this information with third parties.

Your information may also be shared and analysed internally 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.

### **Your rights**

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights 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**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office (ICO), who can be contacted by post at:

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

You can contact the ICO by phone on 0303 123 1113 or visit their website for more information at-  
<https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a  
complaint on our website at <http://www.scotborders.gov.uk/complaints>