

PRIVACY NOTICE

Solway Local Flood Risk Management Plan (LFRMP) Consultation – Individual Discussion and Engagement with the Flood Risk Management Team



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: 0303 333 3000

Why are we collecting your data?

Dumfries and Galloway Council are collecting your data to:

Allow our staff to provide an additional engagement opportunity in the form of a telephone or online meeting appointment to discuss the Solway Local Flood Risk Management Plan (LFRMP) ongoing Consultation.

Name and telephone number are collected so we may contact you on the day and time of your appointment. Email address may also be collected, if your preferred engagement option is an online meeting.

We also take your telephone number so that if there is an unforeseen issue with the planned engagement appointment (i.e. cancellation) we can contact you and offer an alternative option of engagement.

What personal information are we collecting from you?

Dumfries and Galloway Council need to collect the following information from you:

- Name
- Telephone Number
- Email address (although this is optional)

What is the legal basis for collecting your data?

We provide these services to you as part of an effort to engage with the community and to provide you with an opportunity to discuss the Solway Local Flood Risk Management Plan (LFRMP) with the Flood Risk Management Team. The Plan is currently being updated to identify target areas, objectives, and actions for managing flood risk in the second six-year planning cycle (Cycle 2), from

2022 to 2028. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

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

If we do not receive the information requested on the application, we will be unable to guarantee you an appointment for the individual engagement sessions on the Solway Local Flood Risk Management Plan (LFRMP) Consultation.

What will we do with your information?

Once the data is collected, we will process the information by adding your details to an internal database operated by the Flood Risk Management Team only.

We will generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information may also be analysed internally to help us improve our services.

How long will your data be stored in the Council?

We will retain your information until all sessions have been completed.

This is in line with our Dumfries and Galloway Council Record Retention Schedules.

How will we secure your data?

Information held by the Flood Risk Management Team, Dumfries and Galloway Council will be secured by:

- Password protected computers
- Locked cabinets
- Restricted access

You have the right to:

- Be informed
- Withdraw your consent at any time
- Request access to your personal data
- Request your data to be corrected
- Object to the processing of your data
- Request your data to be forgotten (deleted)
- Restrict the processing of your data
- Lodge a complaint with the Information Commissioner's Office (ICO)

Your responsibilities

To contact the Flood Risk Management Team on 030 33 33 3000 to update your information if it changes.

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