

### Section 1: Our contact details

Your personal information is being collected by:  
East Lothian Council  
Museums Service  
Library and Museums Headquarters  
Dunbar Road  
Haddington  
EH41 3PJ  
[elms@eastlothian.gov.uk](mailto:elms@eastlothian.gov.uk)  
Tel: 01620 820604

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

We need your personal information to:

- respond to enquiries,
- to send you news and marketing or promotional information,
- to manage and run events and activities,
- to manage your work experience or volunteering with us.

### 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:

You have given us consent to process your information.

The personal information we process is provided to us directly by you for one of the following reasons:

- You have made an enquiry to us
- You subscribed to our e-newsletter
- You have subscribed to our mailing list
- You are attending an event or activity at one of the ELC Museums or run by staff from the ELC Museums Service
- Your child or dependent is attending an event or activity at one of the ELC Museums or run by staff from the ELC Museums Service
- You are undertaking a work experience placement with us
- You are applying to volunteer with us or volunteering with us

The kinds of personal information we are collecting include:

- a. Name
- b. Email address
- c. Address
- d. Telephone number
- e. Date of birth
- f. Medical/health information

The type of information listed in point f above is known as 'special category' personal information. We need an additional 'legal basis' in order to process this kind of information. We would only request and record this information in order to safely manage and run an event or activity or to provide you with a safe work experience or volunteering placement.

The legal basis for processing your special category information is:

You have given us explicit consent to process your information.

#### **Section 4: Sharing and transfer**

We will not be sharing the information provided with any other ELC department or external organisations.

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

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

We keep your personal data in line with our data retention policy, called a Retention Schedule. For a downloadable copy of the Council's Retention Schedule, please visit our website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk) and search for 'Retention Schedule'.

#### **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. Normally this is done by placing a 'Subject Access Request' with the Council. 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)
3. You have the right to ask us to correct inaccurate or incomplete information.
4. In certain circumstances, you have the right to have your personal information erased.
5. In certain circumstances, you have the right to ask us to limit the ways we use or share your information.
6. In certain circumstances, you have the right to ask us to move, copy or transfer your information to another organisation in an electronic format.
7. In certain circumstances, you have the right to object to the ways we process your information.
8. 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 <http://www.ico.gov.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 Council's Data Protection Officer using the contact details at the start of this Privacy Notice.

If we 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 8: Consent**

We have asked for your consent in order to process your personal information. You have the right to withdraw this consent in whole or in part at any time by contacting the Council Service listed at the start of this Privacy Notice.

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

If you have provided anyone else's personal details on this form, please make sure that you have told them that you have given their information to East Lothian Council. We will only use this information to:

Safely and appropriately manage events and activities in the light of relevant medical information about participants.

Safely manage work experience and volunteering placements in the light of relevant information about participants.