



# Bellyeoman Community Council

Serving NE Dunfermline

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## GDPR Policy

v1.02 – 8 February 2019

Article 6(1)(e) of the General Data Protection Regulations gives the Community Council a lawful basis for processing personal data where:

*“processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”*

This can apply if the Community Council are either:

- *carrying out a specific task in the public interest which is laid down by law; or*
- *exercising official authority (for example, a public body’s tasks, functions, duties or powers) which is laid down by law.*

All Bellyeoman Community Council’s activities currently fall within the above category. This situation will be regularly monitored and should the situation change, then this Policy will be updated to reflect the new position.

For the avoidance of doubt, Bellyeoman Community Council is the Controller as defined in GDPR and the Community Councillors and co-opted members are the Data Processors, as defined in legislation.

Personal data recorded by the Community Council may include, but is not limited to: name, address, email address, telephone number.

In addition to the general point above, the Community Council clarify the following matters.

We only record personal information that is given to us in public meetings and that is required by the Community Council to perform its ‘Public Tasks’. This information is used for:

- the recording of Minutes of the Community Council;
- corresponding with constituents, Councillors, Community Councillors and other third parties directly related to the matter in hand.

The Community Council will:

- ensure that personal data is stored securely and safely, whether that be in manual or electronic form;
- ensure any personal data that is deleted, as required by GDPR, is securely destroyed;
- Not destroy personal data that we are required to retain by law;
- by the very nature of our business, record details and actions at our public meetings for minutes and the historic record.

The Community Council will never:

- sell or give away personal data recorded for Public Tasks to unauthorised parties.
- retain personal data when it is not required for the fulfilment of its Public Task duties.
- capture personal data via the Community Council website, unless you expressly create an email and send us your data to correspond on any matter.

The Community Council has and will respect the rights of individuals privacy on delicate matters and will always exclude or redact such data from any public documents, such as minutes of meetings.

If you have any questions about this policy or the use of your personal data, then please contact the Community Council in the first instance via the Secretary using the email address [info@bellyeomancc.org.uk](mailto:info@bellyeomancc.org.uk).