

My Tribe, Period Products

Argyll & Bute Council

Privacy Notice

Our contact details

This web site is operated and controlled by Argyll and Bute Council. Its head office is located at: Kilmory, Lochgilphead, Argyll and Bute, PA31 8RT

Tel - 01546 605522

Data Protection Officer – Christine Boyle

Email - christine.boyle@argyll-bute.gov.uk

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and contact details)

How we get the information and why we have it

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

- We will collect personal information in the form of customers name, address, email address and postcode and products ordered. This information will be shared with our supplier partners, Hey Girls to process orders.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting periodproducts@argyll-bute.gov.uk

(e) We need it to perform a public task.



What we do with the information we have

We use the information that you have given us in order to process orders which will be shared on a weekly, or fortnightly basis with our supply partners Hey Girls CiC. This will be sent via a password secure spreadsheet via "Sensitive/Secure" email. The information will then be removed from our website. We may share this information with Hey Girls CIC, Unit 3, Newhailes Business Park Newhailes Road, Musselburgh, EH21 6RH.

How we store your information

Your information is securely stored .

We keep personal information for up to 12 weeks. We will then dispose your information by deleting from our web host platform and associated downloaded spreadsheets.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at foi@argyll-bute.gov.uk if you wish to make a request.

How to complain

All complaints are treated in a confidential manner, subject to Data Protection and Freedom of Information Legislation. Argyll and Bute Councils' complaint process can be found online at [Complaints \(argyll-bute.gov.uk\)](http://Complaints(argyll-bute.gov.uk))

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

