



PRIVACY POLICY

EB Scotland Limited (EBS) is committed to protecting your personal privacy and fully subscribe to the requirements of the General Data Protection Regulation (GDPR).

Please contact the data controller at web@ebscotland.co.uk if you require any further information relating to EBS

This policy explains:

- Why we collect personal data
- What personal data we collect
- How we use that personal data
- How we store that personal data
- How we may share that personal data
- How long we retain that personal data

Why we collect personal data?

As a provider of grants through the Scottish Landfill Communities Fund (SLCF) and the Landfill Communities Fund (LCF) we may require certain personal details such as names, addresses, e mail addresses and telephone numbers through our application, award and attendant financial procedures relating to awards both prospective and confirmed. We do this because we have a legitimate business interest to process this personal data in order to deliver the grants referred to above.

What information do we collect?

Most of the information we collect relates to the organisation applying for a grant, however, through that process, be it enquiry, application, award or payment, we may collect personal data such as names, addresses, e mail addresses or telephone numbers. Use of our website may also involve the use of cookies (see our Cookie Policy www.ebscotland.co.uk)

How do we use that data?

We will use personal data to contact you in relation to the application process and in pursuing any aspect of essential project administration, including sharing this information with the regulators of the SLCF and Revenue Scotland if required

How we store that data?

Any data collected through the application, award or financial procedures will be held in electronic and manual project files and e mail folders. In certain circumstances, telephone numbers and e mail correspondence may be held on mobile phone folders or contact lists

How we share that data:

In certain circumstances, data may be shared with the regulators of the SLCF or LCF as dictated by;

- The **LANDFILL TAX (SCOTLAND) ACT 2014**
SCOTTISH LANDFILL TAX (ADMINISTRATION) REGULATIONS 2015

or

- **The Landfill Tax (Amendment) Regulations 2003 (No 605)**

We will never share personal data with third parties for commercial reasons.

How long do we retain that data?

When we collect personal data through the application award and attendant financial procedures referred to above, we will retain that data for the following periods;

Unsuccessful applications, including Contributory Third Party details	one year from Board decision
Successful applications	six years from project completion
Contributing Third Party (successful applications)	in perpetuity, as required by law

Rights in Relation to Personal Data

Data subjects can ask us about the personal data that we process and make requests to exercise the follow rights in relation to that data.

- The right to access information about the processing of the personal data and to obtain a copy of it;
- The right to require us to change incorrect or incomplete data;
- The right to request that we erase or stop processing personal data in certain circumstances; and
- The right to raise objections to our processing of personal data when we are relying on our legitimate interests as the legal ground for processing.

Data subjects should contact us using the above contact details to exercise any of these rights, or if they have any concerns about how personal data is being processed.

If they remain unhappy with the response, then they can complain to the Information Commissioner. Contact details are available at: <https://ico.org.uk/make-a-complaint/>