

## Wilding Wee Spaces

### **Why we need your information**

We need your information to provide you with the service that is provided through the Wilding Wee Space website ('the website'). This is a hub for resources to help teachers and pupils deliver the Wilding Wee Spaces project in their own school.

### **Why you have to provide your information**

If you do not provide us with your personal information, we will be unable provide you with the service as described above.

### **How we collect information about you**

We collect information about you through the setting up of an account on the website.

### **How we manage your information**

Your information will be managed within City of Edinburgh Council systems, with access limited to those who are required in order to fulfil the purpose of processing.

### **Who your information is shared with**

To provide you with good quality services and to meet our legal obligations, we will sometimes share your personal information between teams within the Council, and with external partners and agencies involved in delivering services on our behalf. The Council may also provide personal information to third parties, but only where it is necessary, either to comply with the law or where permitted under data protection legislation.

### **How long we keep your information for**

We will not keep your personal for any longer than is necessary, and will dispose of your records in a secure way. In relation to this activity, we hold your personal data for 1 year following the closure of your account, in line with the [Council's Record Retention Schedule](#).

### **Your rights**

You have certain rights under data protection law about how the Council handles and uses your personal data. For example, you have the right to ask us for a copy of any personal data we hold about you. Further information on your rights can be found [here](#).

If you have any concerns about how we process your personal data, you can make a complaint to the Council's Data Protection Officer at:

For general information on how we process your personal data, please contact the Council's Information Governance Unit at:

You can also contact the [UK Information Commissioner's Office](#) for independent advice. They are the body which is responsible for making sure organisations process personal data lawfully and appropriately.

### **The legal basis for processing your information**

The City of Edinburgh Council is the Data Controller for any information we hold about you. Under data protection law, wherever the Council processes personal data, we need to make sure that we have a legal basis for doing so. In relation to this activity, we are processing your personal data as it is necessary for the performance of our public task, as per the Education (Scotland) Act 1980.