

TAYSIDE CONTRACTS' PHOTOGRAPHIC IMAGES AND VIDEOS PRIVACY NOTICE

Your privacy and the protection of your personal information are very important to us and we are committed to compliance with data protection legislation. Our Photographic Images and Videos Privacy Notice details why we would like your photographic image and/or video for marketing purposes, what we do with it and what your rights are.

Who we are

We are Tayside Contracts, a commercially based local authority trading organisation providing key front line services throughout the Tayside area of Scotland. Tayside Contract's registered office is at 1 Soutar Street, Dundee, DD3 8SS.

We are a 'data controller' under Data Protection Legislation and our ICO registration number is Z7308719.

How to contact us

If you have any questions about this Privacy Notice or our data protection policies generally, please contact us by post, email or phone:

By post: Tayside Contracts, 1 Soutar Street, Dundee, DD3 8SS

By email: GDPR@tayside-contracts.co.uk

By phone: 01382 812721

Why do we need your photographic image and/or video?

We require photographic images and/or videos for marketing purposes to enable us to promote Tayside Contracts.

We would like to use your photographic image and/or video to promote our activities to Tayside Contracts Joint Committee, the three constituent councils of Tayside, to promote Tayside Contracts as an employer to prospective job applicants and to promote and provide information and updates on our services to our employees and to the public.

How do we collect your photographic image and/or video

Photographic images and/or video will be taken by a professional photographer engaged by Tayside Contracts and also by Tayside Contracts' Equalities and Communications Team, other managers and supervisors.

Where do we store and protect your information?

All photographic images and/or videos are retained by the Equalities & Communications Section at Tayside Contracts and held securely on Tayside Contracts' secure servers.

The HR Services Team will have access to your photos/videos for the purposes of recruitment advertising.

Sharing your information

Photographic images and/or video could be published in our printed documents such as our Annual Performance Report, digitally on our website and other websites such as Indeed and on social media websites such as Facebook, Instagram, LinkedIn, X and our YouTube channel.

Photographic images and/or videos published on websites and on social media can be accessed by anyone from anywhere in the world.

Legal basis for processing your information:

We will only process your photographic image and/or video for marketing purposes with your consent.

You are under no obligation to have your photograph taken or be videoed for marketing purposes and there will be no consequences as a result of not participating.

You have the right to withdraw your consent at any time and should you wish to do so, we will stop processing your photographic image and/or video in any new printed material and remove the photographs published digitally.

If you would like to withdraw your consent, please contact the Equalities and Communications Team:

By post: Tayside Contracts, 1 Soutar Street, Dundee, DD3 8SS

By email: communications@tayside-contracts.co.uk

By phone: 01382 812721

How long we keep your photographic image and/or video for marketing purposes

Photographic images and/or videos will be retained in line with Tayside Contracts retention schedule which details the length of time records should be kept. At the end of this period the images and/or videos will be destroyed or deleted in line with our confidential destruction procedures.

Your rights regarding the personal data we hold about you

Data protection legislation gives you certain rights in relation to your personal information.

You have a right to know what personal information we hold about you and to receive a copy of it, subject to some exemptions, by making a 'subject access request'. We try to be as open as we can be in terms of giving people access to their personal information.

To find out more, please read our [Subject Access Request Procedure](#) which provides more information about this process and includes a form for you to complete and send to us, if you would like to make a subject access request.

You have the right to request the correction of incomplete or inaccurate data we hold about you.

Complaints or queries about how we process your personal information

If you have any complaints or queries about how we process your personal information, please contact our Data Protection Lead using one of the methods detailed above.

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

If you are dissatisfied with our response to a complaint you send us, or have any concerns about our handling of your personal data, you can complain to the Information Commissioner's Office by using the details below:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Online: <https://ico.org.uk/concerns/handling/>

Changes to our Privacy Notice

We keep our Photographic Images and Videos Privacy Notice under regular review and we will place any updates on this web page. This notice was last updated on 29 March 2024.