

PRIVACY NOTICE

Programmed Leisure Sessions

Who is the Data Controller for the information I provide?

Halton Borough Council is the data controller for the personal information you provide. The information we collect is used in accordance with the General Data Protection Regulation 2018 and the Data Protection Act 2018.

We collect and hold information about you in order to

- Confirm your identity to provide some services.
- Contact you by post, email or telephone.
- Understand your needs to provide the services that you request.
- Understand what we can do for you and inform you of other relevant services.
- Obtain your opinion about our services.
- Update your customer record.
- Help us to build up a picture of how we are performing at delivering services to you and what services the people of Halton Borough need.

What legal basis allows you to use my information?

We must have a lawful basis for processing your personal data. There are six lawful bases available for processing personal data under the General Data Protection Regulation/Act and the basis in which will allow us to process your data is that of consent.

Do I have to provide this information and what will happen if I don't?

We may not be able to provide you with a service unless we have enough information, or your permission to use that information.

Who will my information be shared with?

We will not pass any personal data on to third parties.

How long will you keep this information for and why?

We will not keep your information longer than 3 years, and in line with the Council's Record Retention Policy and Schedule.

How will my information be stored?

The information you provide will be subject to rigorous measures and procedures to protect it against disclosure to anyone who shouldn't see it. We have a set of information security policies, provide training to staff who handle personal information and may treat it as a disciplinary matter if there is misuse of personal information. We will store, delete, dispose personal information in a secure way.

Will this information be used to take automated decisions about me? Yes/No

No

Will my data be transferred abroad and why? Yes/No

No

What rights do I have when it comes to my data?

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to erasure – you have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.

Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.

Right to data portability – you have the right to obtain and reuse your data for your own purposes (copy or transfer personal data to another environment) in certain circumstances

Right to object to processing (to certain types of processing only)

Rights related to automated decision making and profiling.

Right of Access - you have the right under the Data Protection Act (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF' or by email to informationgovernanceservice@halton.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk

Date: