

PRIVACY NOTICE

HIGHWAYS – REQUEST FOR WORKS / ACCESS CROSSINGS REQUESTS

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to Peter.Richmond@halton.gcsx.gov.uk

We collect and hold information about you in order to process and complete your work request.

Why do you need my information?

Your information will be used to enable us to contact you regarding the work request, provide updates, support payment and allow us to keep records of the locations that authorised works have taken place.

What legal basis allows you to use my information?

The legal basis that allows us to use your information is 'Public Task' - the processing is necessary for us to perform a task in the public interest as laid down in the Highways Act 1980 Section 184 Para 12.

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

To enable us to complete and process your request then you need to provide us with this information. If you don't provide us with the information, then we can't provide the works requested.

Who will my information be shared with?

Your information will be shared with our Contractors and possibly their Sub Contractors to enable the works to be completed. The information will be sent via our electronic ordering system so is technically shared with our software provider. It will be shared internally with colleagues to enable payment.

How long will you keep this information for and why?

Your name and address will be kept on file for 1 year post completion of the works request. This is to enable us to potentially provide a refund, in line with Council Policy, should a large scheme occur within one year of these works. The address location of the works will be kept on file until either the works are replaced by a larger scheme or the location is removed from the public network.

How will my information be stored?

The information will be stored in a spreadsheet for record purposes and within the electronic ordering system.

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

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)

Right of Access - you have the right under the Data Protection Act 1998 (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'.

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