

PRIVACY NOTICE – Asset Management, Valuation and Estate Management

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 enter into contractual arrangements.

Why do you need my information?

To enter into contractual arrangements, for communication with you by email, post and telephone, share with other Council departments and law enforcement agencies

What legal basis allows you to use my information?

The lawful basis for processing your data is 'Contract'.

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

The Council is unable to enter into the contractual arrangement

Who will my information be shared with?

We may disclose information to other partners of the council where it is necessary, either to comply with a legal obligation, or where permitted under the Data Protection Act, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

How long will you keep this information for and why?

The contractual information will be retained for 7 years from the date of termination in accordance with Council policies

How will my information be stored?

The information will be securely stored electronically and on paper file.

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 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