

## **DATA SUBJECTS' INFORMATION**

### **To be provided to the data subject at the time of obtaining personal data from them**

#### **1. Data Controller**

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at [ICO register of data controllers](#).

#### **2. Data Controller Contact Details**

We can be contacted by [phone, in person, or in writing](#)

#### **3. Data Protection Officer**

Our DPO may be contacted as above or online at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk)

#### **4. Purpose of processing**

The MyWiltshire system will process your personal information for the following purposes:

- maintaining our own accounts and records
- supporting and managing our employees
- promoting the services we provide
- managing our property
- carrying out surveys
- licensing and regulatory activities
- local fraud initiatives
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- the provision of all non-commercial activities including refuse collections from residential properties,
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

#### **5. Legal basis for processing**

Our processing shall be lawful because at least one of the following will apply:

- (a) the data subject has given consent to the Council for processing of their personal data for one or more specific purposes;
- (b) processing is necessary for compliance with a legal obligation to which the Council is subject;
- (c) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council;

If your special category data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- (b) to carry out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.
- (c) to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- (d) processing relates to personal data which are manifestly made public by the data subject;
- (e) for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- (f) processing is necessary for reasons of substantial public interest,
- (g) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services;
- (h) for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices,
- (i) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

## **6. Recipients or categories of recipients**

Where necessary and lawful, or when required we may share information with:

- customers
- family, associates or representatives of the person whose personal data we are processing
- providers of goods and services
- debt collection and tracing agencies
- service providers
- local and central government
- ombudsman and regulatory authorities
- professional advisers and consultants
- political organisations
- professional advisers
- professional bodies
- police forces
- housing associations and landlords
- voluntary and charitable organisations
- data processors
- other police forces, non-home office police forces
- regulatory bodies
- courts, prisons
- customs and excise
- partner agencies, approved organisations and individuals working with the police,
- licensing authorities
- service providers
- healthcare professionals
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors

## **7. Retention Period**

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Full details of [our retention schedule](#) may be found on our website.

## **8. Your rights**

Your rights are set out in Articles 13 to 22 of the [General Data Protection Regulation 2016](#) and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the [Information Commissioner](#) if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

## **9. Contracts**

The information you are giving us is not a statutory or contractual requirement; or a requirement necessary to enter into a contract.

You are not obliged to provide this information.

## **10. Automated Decision Making**

Wiltshire Council does not use automated decision making in respect to your personal information.