

Privacy notice – Equality and Diversity

Who we are?

Derby City Council is the local government unitary authority for Derby City. Our address is The Council House, Corporation Street, Derby, DE1 2FS. You can contact our Data Protection Officer on 01332 640763 or by email at Data.protection@derby.gcsx.gov.uk

How do we collect information from you?

We collect information from you when you visit www.derby.gov.uk; also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law – for example we collect data from disabled employees and job applicants about reasonable adjustments they may need at work.

Details of information obtained from third parties?

As an Equality and Diversity Team we collect different types of information when you email us or telephone/minicom/text us or talk to us face to face or through an interpreter. We sometimes get information from individuals and from Statutory Agencies, Voluntary Organisations, as well as Council elected members and Members of Parliament. We take these data privacy details very seriously and want you to understand and feel confident about how we collect, store and handle your personal data.

When we do Equality Impact Assessments the names of the team members are included in the assessments. The EIAs are public documents and go on our public facing website. Previously members were asked for their permission to include their names. Since GDPR members complete and sign a form to agree for their name to be published.

How is your information used?

In accordance with our legal obligations under the Equality Act 2010, and where applicable your consent, we may use your information to:

- deal with any queries or concerns you have about a Council service or employment issue and to provide you with reasonable adjustments at work
- notify you of changes to our services
- send you communications which you have requested and that may be of interest such as, information about conferences and events concerning equality, You can opt out of receiving these communications by contacting Ann.Webster@derby.gov.uk



- include your name and organisation on Equality Impact Assessments with your written consent

Research & Statistics

Anonymised & pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

We may share your information with the following third parties for the reasons detailed;

- other services within Derby City Council, to find out information for you or to inform them of an issue you have with that service
- Facilities Management, Parking Services and Human Resources and any other Council Section to help with any reasonable adjustments for disabled people
- statutory agencies, such as the Police, National Fraud Authority – We may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks
- members of the public can access our equality impact assessments on our public facing website.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

What are your rights in relation the personal data we process?

Access – you can request copies of any of your personal information that is held by the Council.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to prevent automatic decisions – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

What security precautions are in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.



Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

How long will we keep your information for?

We keep and dispose of all records in line with our record retention schedule; information about this is at <https://www.derby.gov.uk/retention-schedule/>. We will comply with the Data Protection Act 2018.

Cookies & IP addresses

What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://www.derby.gov.uk/site-info/about-cookies/>.

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand, whenever you provide us with personal information.

Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

By Post: Information Governance

The Council House,
Corporation Street,
Derby, DE1 2FS

By phone: 01332 640763

By email: Data.protection@derby.gcsx.gov.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 {local rate} or 01625 545 745 if you prefer to use a national rate number
Alternatively, visit ico.org.uk or email casework@ico.org.uk.

