

Privacy notice – Information Governance

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.

Details of information obtained from third parties?

We may receive personal information about you from the police or other investigatory bodies for the purposes of assisting them in the prevention and detection of crime and for the purposes of the apprehension and prosecution of offenders.

In addition we may receive and process personal information about you or your children from schools, this will only ever be done where the sharing is necessary to allow us to offer advice to schools around the disclosure of any information. As a Council we are legally obliged to support and advise schools as such the sharing is necessary to allow us to do this and also to ensure schools are handling and sharing any personal data effectively.

How is your information used?

We may use your information to:

- Process your request for information under the Freedom of Information Act 2000
- Process your data subject rights request under Data Protection legislation. We may also process data relating to you as part of another subject access request, which may include your personal data but no third party data about you will be disclosed without your consent.
- Assist the police or other investigatory bodies where sharing the information is necessary for the purposes of preventing and detection of crime or for the purposes of apprehension and prosecution of offenders.
- Where the disclosure or processing of your information is required by law or is necessary for the purpose of, or in connection with, any legal proceedings or for the purpose of obtaining legal advice.
- Provide advice to schools regarding the use and disclosure of your information to third parties



- Assist other local authorities where information needs to be shared for safeguarding purposes or to protect the interests of you or others

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 above;

- Police and other investigatory bodies
- Other local authorities
- Courts
- Solicitors or insurance companies
- Schools

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

Your information will only be shared for one or more of the purposes stated above and for no other purpose.

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.

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 legislation.

What security precautions 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.

Details of any automated decision processes

We will not process your data for any automated decision processes.

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.

Cookies

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/>.

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.

