

## Data Subject Access Request Privacy Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### 1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Senior Information Governance Officer

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager. Contact details:

Telephone: 01924 306112

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

The Corporate Information Governance Team needs to collect the following information about you.

- Name and contact details (email address and/or postal address)
- Date of Birth
- Former names
- Identification documents (e.g. passport, birth certificate, driving licence, household bill).
- Details of nature of information requested.

We use this information to:

- verify that we are providing data to the data subject,
- locate Council held information about you, and
- respond to your request for information.

To enable us to provide our service to you we will share your information with other Council officers and/or contractors working on behalf of the Council (where applicable).

Should you choose not to provide any of the information we request from you we may not be able to provide all the information you request.

### 3. What authority does the Council have to collect and use this information?

Under the Data Protection Act 2018 the Council has a legal obligation to respond to requests from data subject for access to the information the Council holds about them.

#### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 6 years after which time it will be deleted from our systems. The reason for keeping information for this period of time is to prevent duplication of effort by Council staff where subsequent Subject Access Requests are received from the same applicant.

#### **5. Your rights and your personal data**

Under the GDPR you have the following rights:

##### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

##### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

##### **Right to Erasure**

In certain circumstances, you may have the right to request that your personal data is erased.

##### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

##### **Right to Portability**

You have the right to request that the Council provide you with your personal data and, where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

##### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

##### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner; please find contact details below.

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

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

#### **6. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.