

Enforcement Service – Transparency Notice

This is the Service-specific Transparency Notice for Wakefield Council's Enforcement Service. This Notice should also be read in conjunction with Wakefield Council's general Transparency Statement, which can be found on the Council's web-site: <http://www.wakefield.gov.uk/site/transparency-notice>.

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.

1. Who We Are

If you have any queries regarding this Transparency Notice or how your information is used by us the key contacts are:

- a) The Controller for the information we hold is Wakefield Council. Contact details:
Telephone: 01924 306112
Email: dataprotection@wakefield.gov.uk
- b) The Council's Data Protection Officer is the Chief Legal Officer:
Telephone: 01924 305211
Email: dpo@wakefield.gov.uk
- c) 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 for the Enforcement Service.
Enforcement Service Manager, Enforcement Services, c/o Post Room, County Hall, Bond Street, Wakefield, WF1 2QW
Telephone: 0345 8506 506
E-mail: antisocialbehaviour@wakefield.gov.uk

2. Personal Information and how we use it.

Personal information is anything that directly or indirectly identifies or relates to a living person, such as a name, address, telephone number, e-mail, date of birth, unique identification number, photographs, video recordings etc. We may gather and use such information when carrying out the activities detailed below.

In addition, we may also gather and use personal information that is more sensitive in nature and requires a higher level of protection, including information about a person's physical or mental health, religious or philosophical beliefs, sexuality or sexual health, racial origin or ethnicity. We may also gather information in order to process financial transactions or which relate to criminal offences and convictions, which, although not as sensitive in nature, also merit higher protection.

We will keep your personal information/data secure at all times.

The Enforcement Service may use information/data provided by you or obtained in the course of its activities for the following reasons:

- to provide statutory services required by law,

- to provide such other services which are not required by law, but support the wider objectives of the Service or the Council, to process financial transactions.
- to check the quality of services provided and seek your views on how services may be improved,
- to help investigate any concerns or complaints you may have about our services; and,
- to help with research and planning of existing or new services.

In some circumstances we may share your personal information with other departments within Wakefield Council, other local authorities and public bodies and other organisations in order to:

- protect public health,
- prevent or detect crime or disorder,
- prevent environmental harm,
- safeguard children and vulnerable adults.

We may also share or publicise information on our web-site, for example relating to activities or premises that are licensed or registered by us, however when we do this personal information will be excluded unless such information is required to be publically available under a legal requirement or we have your consent to share or publicise the information. Where consent is given you have the right to withdraw your consent at any time.

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

The majority of information collected and used by Enforcement Services relates to the provision of services which the Council is required to provide by law, referred to as “statutory services”. Other non-statutory services are also provided which support the wider objectives of the Service or Council, such as requests for plots on the Heath traveller site. In these circumstances your information is collected and used for the purpose of delivering a service under contract law.

4. How long will we keep your information/data?

Unless specifically provided for by regulation, personal information and data collected by us will be kept for seven years from the date that the service or activity was completed unless a conviction at court is gained in which case it will be 10 years. The reason for keeping information for this period of time is to retain details of the local authority carrying out its statutory activity providing an historical record for reference in the event of subsequent complaints or requests for service of the same or similar nature and providing a record of activity in the event of a Subject Data Access request, Local Government Ombudsman review or other legal challenge. Anonymised, non-personal data may be retained for a longer period for trend analysis and business planning purposes, but this data would not be attributable to any individual.

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 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 Object to Processing

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

Right to Erasure

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

Automated Decision Making

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

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 1a.

6. Further processing

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