

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
- 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: Environment Manager, Enforcement Services, c/o Post Room, County Hall, Bond Street, Wakefield, WF1 2QW
- c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager:
Contact details:
Telephone: 01924 306112
Email: dpo@wakefield.gov.uk

2. How we use your data:

Enforcement Services has obtained your personal data from yourself to provide their Traveller Site service:

Names and contact details
National Insurance number
Occupation
Health issues
Benefits received

We use this information to allocate site plots and manage the site.
Should you decide not to provide any of the information we request from you are unable to add you to the site application list and offer you a plot on site.

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

Under Section 8 of the Housing Act 1985, the Council has a duty to consider the needs of people residing in the district. In addition, as some of the data collected is classed as Special Category Data, a further legal basis for processing under Article 9 of the General Data Protection Regulation is the social protection, fundamental rights and safeguarding of data subjects.

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for the period of the time on the application list and/or on site plus 7years thereafter after which time it will be deleted from our systems. The reason for keeping information for this period of time is to manage site plots.

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 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 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 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.