



## MyAccount Transparency 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 details of how the Council collects and uses information (data) about you.

### 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:

Customer Services

Telephone: 0345 8 506 506

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

- c) The Council's Data Protection Officer is the 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 Service needs to collect the following information about you:

Name

Address

Contact details (telephone numbers & email address)

We use this information to keep our records up to date, to process any job requests, and to provide you with updates of Council Services that we think may be of interest to you.

We will not share your information with anyone outside of Wakefield Metropolitan District Council.

Should you decide not to provide any of the information we request from you it may restrict the services you receive.

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

We collect and use your personal information in accordance with Article 6 (1b, c and e) of the General Data Protection Regulation as follows:

Article 6(1b) – By registering for MyAccount you are entering into an agreement with the Council to access information on line.

Article 6(1c) – The Council has a legal obligation to ensure that your personal information is kept up to date.

Article 6(1e) – The data collection and processing within MyAccount forms part of the Council's delivery of services under the public task.

### **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 for the purposes of complaints to ensure they can be investigated thoroughly if received.

### **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 Portability**

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data

controller. However, this only applied 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.

### **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 1b.

### **6. Transfer of data outside the EU**

We would not transfer any of your data outside of the EU.

### **7. Automated decision making**

No automated decision making will be done with your data.

### **8. 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.