

## Privacy Notice – Right to Erasure

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:

Principal Information Governance Officer

Telephone: 01924 306112

Email: [dpo@wakefield.gov.uk](mailto:dpo@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. This may include former names where applicable.
- Contact details. This can be your address and/or email address. We need this to contact you about your request for erasure of information.
- Telephone number (if you are happy to be contacted by telephone).
- Identification documentation. We use this to ensure that the person requesting the erasure is the data subject or his/her representative.
- Information to identify what data you are requesting to be erased.

We use the information collected above to be able to process your request for erasure of information about you.

To enable us to provide our service to you we will share your information with other relevant Council departments ie the service that holds the data. When a request for erasure is upheld, the Council has a duty to inform other organisations with whom we have shared the deleted data so that they can also erasure the information. In these circumstances, we may need to share some of your personal data so that they are able to identify the data for erasure.

Should you decide not to provide any of the information we request from you we will not be able to comply with your Right to Erasure request.

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

The Data Protection Act 2018 requires us to act on requests where an individual has contacted the Council wishing to exercise their Right to Erasure under Article 17 of the General Data Protection Regulation.

### **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 ensure we have the information should a claim be made against the Council in relation to the data concerned.

### **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 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.