



Vulnerable People Connectivity Project 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

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:

The Community Cohesion Team

communitycohesion@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

2. How we use your data:

The Community Cohesion Team keeps a record of your **name, address, telephone number, data sim number and email address**.

We use this information to:

- Remotely top up your data, periodically and on receipt of your request, until the end of the Project;
- Provide technical support about connectivity
- Share the data sim number but no other information to enable the remote top-up to be actions

We do not share any information apart from the data sim number with anyone else and would not do so without your written permission.

Should you decide not to provide any of the information outlined in Section 2, we will not be able to provide the remote data top-up service to you.

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

The General Data Protection Regulation (GDPR) – Article 6 Paragraph 1 (e) applies:

‘processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 until the end of the Covid19 Vulnerable People Connectivity Project, which will be when restrictions due to Covid19 are lifted to the extent that a) you can safely make your own arrangements to access free data and b) there is no urgent need to ensure access to emergency medical support and changing government or health information relating to Covid19. It is the responsibility of the data subject to inform the Community Cohesion Team that they no longer wish to be offered remote data top-ups. Once advised, personal information for that data subject will be removed immediately.

Once the Covid19 Vulnerable People Connectivity Project has ended, all personal data will be deleted within 1 month.

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 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.

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. 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.