



ADUR & WORTHING COUNCILS

Data Protection - Privacy Notice

What this Privacy Notice covers

Adur & Worthing Councils are the data controllers (referred to in this notice as 'we' or 'us') of your personal data for the purposes of applicable data protection legislation in relation to the administration and management of the following:

- Data subjects' rights requests
- Complaints in relation to data protection
- Third party requests for personal data
- Personal data breaches
- Data Protection advice and guidance

The Councils' Data Protection Officer can be contacted at:

Adur & Worthing Councils
Worthing Town Hall
Chapel Road
Worthing
West Sussex
BN11 1HA

Email: data.protection@adur-worthing.gov.uk

In relation to your personal data we are committed to collecting, using and protecting it appropriately, and in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA). Our Data Protection Policy and further information can be found on our website - [here](#).

This privacy notice explains:

- How and why we collect and use your personal data
- The type of personal data that we collect
- When and why we may share personal data with other organisations
- The rights and choices you have in relation to the personal data that we hold about you
- How long the information is kept for
- Our legal basis for processing your data

What we collect, why and how it is used

We may collect the following personal information:

- Name, surname, contact details (such as address, email, phone number), date of birth, unique identifiers (such as reference numbers), copies of identification documents, and any other relevant information.
- In cases of third party requests for personal data, we may receive personal data (such as name, address, date of birth, etc.) from third parties, such as law enforcement agencies, other local authorities, governmental departments, etc.

We may also collect the following special category or criminal offence personal data:

- personal data concerning health or alleged or actual criminal offences or convictions.
- In cases of third party requests for personal data, we may receive special category or criminal offence personal data (such as alleged or actual criminal offences or convictions).

We collect your personal information for the purpose of

- Confirming requestor's identity and responding to data subjects' rights requests
- Responding to complaints in relation to data protection
- Responding to third party requests for personal data
- Dealing with personal data breaches
- Providing Data Protection advice and guidance

We may share personal data with other departments within the Councils or third parties:

- In order to process a request or complaint, provide advice and guidance, or deal with a personal data breach we may share personal data with other departments within the Councils.
- In the case of rectification or erasure of personal data or restriction of processing requests, we may communicate the request to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort in accordance with [Article 19 UK GDPR](#).
- In order to process a third party requests for personal data we may share personal data with other departments within the Councils, as well as third parties such as law enforcement agencies, other local authorities, governmental departments, etc.
- In order to respond to information requests in relation to complaints, we may lawfully share personal data with the Information Commissioner.

We will not provide personal data to anyone else or use the data about you for any other purpose unless the law allows or permits us to.

Further information on exemptions and exceptions is available on [the Information Commissioner's website](#).

Your personal data may be converted ('anonymised') into statistical or aggregated data in such a way that ensures that you cannot be identified from it. Aggregated data can't, by definition, be linked back to you as an individual and may be used to conduct research and analysis, including the preparation of statistics for use in reports.

Our legal basis for processing your personal data

The legal bases for processing your personal data is:

- Article 6(1)(c) UK GDPR - processing is necessary for compliance with a legal obligation to which the controller is subject.
- Article 6(1)(e) UK GDPR - 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
- Article 9(2)(f) UK GDPR - establishment, exercise or defence of legal claims
- Article 9(2)(g) UK GDPR - processing is necessary for reasons of substantial public interest, on the basis of domestic law
- Schedule 1 Paragraph 33 DPA - necessary for the purposes of establishing, exercising or defending legal rights
- Schedule 2 Paragraph 2 DPA - the prevention or detection of crime, the apprehension or prosecution of offenders, or the assessment or collection of a tax or duty or an imposition of a similar nature

In the case of a unique request, a different legal basis may apply in accordance with the UK GDPR or DPA. For instance, Articles 6(1)(d) and 9(2)(c) UK GDPR - protecting the vital interests of the data subject or of another natural person; or Article 6(1)(a) and 9(2)(a) UK GDPR - data subject's explicit consent.

How long the information is kept for

Records are kept in accordance with [the Council's Information Retention and Disposal Schedule](#) and we will not keep your information for longer than necessary.

Your rights

You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right to withdraw consent
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Further information about your rights is available on the [Information Commissioner's Office website](#).

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance.

Alternatively, you can contact [the Information Commissioner's Office](#).

How to contact us

If you have any questions about how we collect, store, or use personal data please email us as listed below:

- Email us on data.protection@adur-worthing.gov.uk

Last reviewed: 18/01/2021