



ADUR & WORTHING COUNCILS

Adur Markets 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:

- Adur Markets (regular)
- Adur Markets (additional seasonal)

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. Our Data Protection Policy can be found on the Data Protection page of 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 collect the following personal information:

- Information on new and existing market traders including but not limited to trading name, individual name and contact information as well as details on types of produce sold and for trading their public liability insurance information and food safety information if required.

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

- Not applicable

We collect your personal information for the purpose of

- To process bookings for market stalls and ensure we are meeting requirements for businesses having in date insurances and food safety checks.

We may share personal data with other departments within the Councils and external organisations in the following circumstances:

- For following up of outstanding pitch fees owed

Data may be passed to third parties including:

- Not undertaken

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.

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 basis for processing your personal data is:

- Article 6(1)(e) of the General Data Protection Regulation - 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

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 the UK Data Protection law including:

- The right to be informed
- The right of access to your personal data (also known as a Subject Access Request or SAR)
- 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:

- Telephone Adur Markets on 01903 221307
- Email us on markets@adur-worthing.gov.uk

Last reviewed: *07/10/2024*