



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 recruitment, within Adur & Worthing Councils.

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](mailto:data.protection@adur-worthing.gov.uk)

Telephone: 01903 239999

In relation to your personal data, we are committed to collecting, using and protecting it appropriately. This privacy notice explains:

How and why we collection and use your personal data

The type of personal data that we collect

When and why we will share personal data with other organisations

The rights and choices you have in relation to the personal data that we hold about you

### Why we need your personal data

The purpose of obtaining your personal data is to process the Subject Access and Rights Requests which you may submit to Adur & Worthing Councils.

The legal basis for processing your data is Article 6(1)c – processing is necessary for compliance with a legal obligation to which the controller is subject.

### What we collect and how it is used

We will collect Surname, First Name(s), Current Address, Postcode, Contact Number, Email Address and Date of Birth.

We will use this data to process your Subject Access Requests (SAR) and Rights Requests (rectification, erasure, restrict processing, data portability, objection to processing, automated decision making).

We may also collect other items of personal data to prove your identity, i.e. driving licence number.

In order to process your request we may share personal data with other departments within the Councils.

### **How long the information is kept for**

Records are kept in accordance with our 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 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 website of the Information Commissioner's Office](#).

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 contact the Data Protection Officer using the details at the top of this notice.