



Programme Management Privacy Notice

This privacy notice is for the use of service users/customers of Walsall Metropolitan Borough Council's programme management services in fulfilment of our responsibility as a data controller under data protection law. Programme Management is responsible for the following:

- Black Country hosted arrangements (Black Country Growth Deal, EU team. Joint Committee, Invest Black Country) (see separate notice)
- Business Support
- Directorate Business Management
- Economic Growth Programme
- Parking Cards for the Disabled (Blue Badge Scheme)
- Programme Management of Walsall Strategic Economic Plan
- West Midlands Combined Authority Partnership

You are entitled to know what personal data we use, why we use it, how we store it and for how long, and who we might share it with and why. Personal data is any information which provides details about an individual to someone else. The individual must be identifiable from the information, if the information is fully anonymised it is no longer classed as personal information.

Information we collect and use

- Contact details
- Date of birth
- Ethnicity (special category – further details below)
- Financial information
- Gender (special category – further details below)
- Health (physical/mental) information (special category – further details below)
- Name
- Other Agencies involved
- Religion (special category – further details below)
- Sexual orientation (special category – further details below)

Purpose for processing and lawful basis

The lawful basis under which we process your information and the linked reason for processing is:

- Where processing is necessary for the performance a contract to which you are a party, or in order to take steps before entering into a contract.
- When processing your information is necessary to cooperate with and conform to UK law or another legal obligation to which the Council is subject.
- The purpose of processing is to carry out a task in the public interest or the exercise of official authority vested in the controller.

In circumstance where none of the above lawful reasons apply we will only collect and use your information with your consent. Please note you can withdraw you consent to this processing at any time by contacting us at our main address (detailed below).

Special Category Data

Special category data is information which is deemed particularly sensitive and which unlawful processing could create risks to you. The following information is classed as special category:

Race, Ethnicity, Political Opinion, Religious or Philosophical Beliefs, Trade Union Membership, Genetic and Biometric Information, Health, and Sexual Orientation.

The Council processes some special categories of personal data (sensitive) such as information about ethnic origin, sexual orientation or religion or belief for the purposes of equal opportunities monitoring. The Council are legally required to monitor this data. We collect this data with your explicit consent, which can be withdrawn at any time. When we use this data for monitoring purposes it is anonymised. You are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.



What we do with your information

We use your information to progress requests to access our services, or to administer our function as local authority.. Your information may be manually and/or digitally processed through our systems by people in the UK. These may be internal council staff or external staff via public and private healthcare providers, other public authorities, contractors and other agencies(insert specific third party/agency name). All people with access to your information will do so under strict adherence to Data Protection law, adequate safeguards and appropriate authorisation.

Who we may share your information with

In order to (insert details of service or public function being carried out) we may need to share your information with the following entities:

- Adult Social Care (add names)
- Care agencies (add names)
- Charities (add names)
- Childrens Social Care (add names)
- City/District/Borough Councils (add names)
- Department for Transport
- Department for Work and Pensions
- Education providers (add names)
- Health agencies (add names)
- HMRC
- Housing Association (add names)
- Police

There may also be occasion when we will share your information with relevant third parties when required to do so by law.

How long we will hold your information

There are provisions in UK law that dictate how long we can keep your information.

The Council will only hold and archive your information in line with its corporate retention schedule which has been compiled in accordance with UK legislation such as, but not limited to, the Health and Social Care Act, the Public Records Act and the Local Government Act.



Walsall Council

Your rights

You have the following rights with regard to your personal information:

Right to be informed – You have the right to know the following:

- what information we intend to collect,
- why we need your information,
- the lawful basis under which we can process your information,
- how we will process your information,
- whether we share your information,
- who we might share your information with,
- your rights until the law,
- how long we will retain your information and how you can contact us.

This Privacy Notice should have detailed all of the above but if for any reason you are dissatisfied with our stewardship of your information, you have the right to lodge a complaint with the Information Commissioners Office (ICO), contact details are provided below.

Access to your information – If you would like to know what information we hold and process about you, the category of information, who we share your information with, to ascertain the accuracy of the information and the criteria we apply in processing your information, you can make a request to us in writing.

To make a subject access request and receive a copy of your personal information, contact Information Rights at

Information Rights
Resource and Transformation Directorate
Walsall Council
Civic Centre
Darwall Street
Walsall
WS1 1TW

Telephone: 01922 650000

By email:

informationrights@walsall.gov.uk.

Please be aware we will need you to provide appropriate identification but you can find details of this and everything else about our Subject Access Request process on our website or by typing the link below into your computer browser:

https://go.walsall.gov.uk/access_to_my_personal_records

WE should respond to your request within 30 days of receipt but if the request is complex and more time is required we will inform you in writing.

Rectification of your information – If it is established that information we hold about you is incorrect, you have the right to request that we correct this information.

Erasure of your information – In cases where the information we hold about you is no longer required in relation to the purpose for which it was collected and where there are no lawful grounds for holding your information, you can request an erasure of information.

The Right to Restrict processing – You can restrict us from using your information if you believe the data is inaccurate or if there are no lawful grounds for using the information but you do not want us to delete the information. In addition you can prevent us from deleting information we no longer use or need if you require it for a legal claim or defence. Following investigation, if it is determined that the right to restrict processing should not apply the Council will inform you of reasons for this before the restriction is lifted.

Right to Data Portability - if lawful basis for processing is performance of a contract or consent you have the right to request that information be transferred to another public authority or other controller. Your data portability request will have to be made in writing, we will assess your request in accordance with the provisions of the GDPR to ascertain if your request is covered under the law. Our response will contain our decision regarding the viability of your request and asking you to choose between the following:

- If you want the information handed to you.
- If you would like the information transferred directly to the public authority or other controller.

Right to Object – If you object to the Council using your information in the ways detailed about we will cease to process your information unless we can show there are legitimate reasons which override your interests

Whether or not you have legitimate grounds to object to processing of your information, the Council will respond to your request within one month stating that your request has been upheld or the reasons for not upholding your request if that is the case.

Automated Decision Making-You have the right not to be subject to a decision which affects you, which is solely based on automated processing. This will include profiling.

This right will not apply if the automated decision making is necessary in anticipation of entering into a contract or if it is authorised in law. You can give us explicit consent to be subject to automated decision making but you can remove this consent at any time.

Please be aware that the application of some of these rights is dependant upon the lawful basis for us to process your information. If you ask to enforce a right which is not applicable due to the reason for us processing the data we will explain the reasons for not upholding your request.

Walsall Metropolitan Borough Council's Data Protection Officer (DPO) is Paul Withers. If you have any questions about your rights under the GDPR, how the Council uses your



Walsall Council

information, or you wish to make a complaint about how we have processed or utilised your data, Paul will be able to help. How to contact our DPO:

Contact Address:

**Office of the DPO
Resources & Transformation
Civic Centre 3rd Floor (HR Suite)**
Walsall Council
Darwall Street
Walsall
WS1 1TP

Email Address:

Informationmgmt@walsall.gov.uk

Contact Telephone Number:

01922 650970

Should you be dissatisfied with the response you receive, you can contact the Information Commissioner's Office (ICO) with the details given below:

ICO

Address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email Address:

Use the online form via this link <https://ico.org.uk/global/contact-us/email/>

Telephone Numbers:

Calling from within the UK 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate.

Calling from outside the UK +44 1625 545 745.



Walsall Council
