

# Privacy notice

Communities and Safer Neighbourhoods

Date: May 2018

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## Version Control

Version	Description of version	Effective Date
1.0		

## Approvals

Approved by	Date
Chris Smith	May 2018
Data Protection Officer	May 2018

This Privacy Notice will be kept under regular review to ensure that it is fit for purpose.

## 1.0 Who we are

South Derbyshire District Council is registered as a data controller with the Information Commissioner's Office.

Our address is Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH.

The Council is committed to protecting your privacy when you use our services. This privacy notice tells you what to expect when our Communities and Safer Neighbourhoods team collects personal information. It also explains when and why we collect this information, how we use it, the conditions under which we may disclose it to others, how we keep it secure and what rights you have in relation to the data we hold about you.

## 2.0 How do we collect information from you?

We collect information from you when you fill in any forms on our website [www.south-derbys.gov.uk](http://www.south-derbys.gov.uk) or associated customer portals, when you contact us in writing, speak to us on the phone or face to face or communicate with us by email or any other type of electronic communication.

## 3.0 What types of information do we collect from you?

In order to provide the above services, the Communities and Safer Neighbourhoods team may need to process some or all of the following categories of personal information:

- Contact details (name and address)
- Age

Under Data Protection legislation, processing of this data is allowed because we have a statutory duty to reduce crime and disorder.

In order to provide this service, we may also need to process some or all of the following categories of sensitive personal information:

- Health data (mental and physical)
- Age
- Ethnicity
- Sexual orientation
- Religion
- Criminal convictions
- Bank details (only in relation to funding applications/grant payments)

Under Data Protection legislation, processing of your information is allowed because it's for reasons of substantial public interest.

## 4.0 How is your information used?

We collect personal data in order to provide a public service to residents, practitioners and Elected Members. We may also collect data through surveys and on our website in order to improve our services.

We use personal data for various reasons, such as:

### **Anti-social behaviour (ASB) and crime prevention**

This processing includes records of ASB reports, calls for service, nuisance reports and possible criminal activity. The purpose of this processing is to reduce ASB and crime and disorder. This is a statutory duty under the Anti-social Behaviour, Crime and Policing Act 2014.

Processing of sensitive personal data may be necessary to identify potential instances of hate crime, domestic abuse, child sexual exploitation and safeguarding children and adults at risk.

### **Area Forums and Neighbourhood Watch groups**

We store names and email addresses of Neighbourhood Watch co-ordinators and of residents attending Area Forums. This is so we can invite residents to attend future Area Forums and Neighbourhood Watch co-ordinators' meetings. Residents may also be sent updates on local crime issues or local events.

### **Funding**

The Communities element of the team processes funding applications and payments for grants related to community and voluntary sector funding schemes. As grant funding is paid from public funds, which are subjected to scrutiny, we may use provided contact details to request more information within a reasonable time for inspection and/or auditing purposes in relation to use of grant funding from the Council.

### **Partnership working**

The Safer South Derbyshire Partnership has a statutory duty to support and assist victims of crime and ASB, adults and children at risk of harm and to work with members of public and partner agencies to reduce and prevent crime and disorder. In order to provide this service we need to share information with our statutory and relevant non statutory partners. We will not sell or rent your information to third parties.

## **5.0 Who has access to your information?**

We may share the information we collect with following agencies where appropriate:

- Police
- Probation
- Derbyshire County Council (social services, multi-agency team)
- Fire service
- Housing providers
- South Derbyshire District Council departments (including Housing, Environmental Health, Licensing)
- Clinical commissioning groups and other health organisations
- South Derbyshire Council for Voluntary Services (CVS)
- Other relevant support agencies

### **Data shared internally**

We may share your data with other departments within the Council in order to respond to an issue you have raised with us or to take forward an area of work.

To process payments, details (name of individual and organisation, email address, address, organisation's bank details) are held electronically and shared with South Derbyshire District Council's Finance department.

### **Data shared externally**

We do not share your data with external organisations unless they need to provide a response to an issue raised, or to inform them of a crime, ASB or safeguarding matter. We may also share relevant information with you on behalf of a partner organisation.

Contact details may be kept for people who get in touch with the Communities and Safer Neighbourhoods Team to ask a question or raise a concern around crime, ASB or safeguarding. This will allow the team to contact residents on their local issue/s.

A Derbyshire-wide data sharing agreement and platform is in place to ensure this information is kept confidential and secure. This data sharing is a legal obligation imposed by The Crime and Disorder Regulations 2007 and Prescribed Information Regulations 2007 No.1831 (England and Wales) 'Information Sharing Regulations'.

## **6.0 Research and statistics**

Anonymised and pseudonymised data may be used for research and statistical purposes. Any data collected may be used for research and statistical purposes relevant and compatible with the purpose that the data was collected for.

## **7.0 What are your rights in relation to personal data we process?**

**Access:** You can request copies of any of your personal information held by the Council.

**Rectification:** You can ask us to correct any incorrect information.

**Deletion:** You can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

**Portability:** You can ask us to transfer your personal data to different services or to you.

**Right to object or restrict processing:** You have the right to object to how your data is being used and how it is going to be used in the future.

For further information, please visit the [Data Protection Act 2018](#) section of our website.

## **8.0 How long will we keep your information for?**

We keep and dispose of all records in line with our record retention schedule. Information about this can be found at <https://www.south-derbys.gov.uk/assets/attach/4952/Document%20Retention%20Schedule.pdf> and will comply with the Data Protection Act 2018.

## **9.0 What precautions are in place to protect the loss, misuse or alteration of your information?**

Your personal data will be stored electronically or in hard copy files as appropriate. The Council uses a variety of different systems to process and store personal data. We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information

from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

## 10.0 Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

## 11.0 Under 13s

If you are aged 13 or under, please get your parent/guardian's permission whenever you provide us with personal information.

## 12.0 Where can I get advice and more information?

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to information we hold about you. If you have any worries, questions, or complaints about how your personal information is handled, please contact our Data Protection Officer by emailing [dataprotectionofficer@south-derbys.gov.uk](mailto:dataprotectionofficer@south-derbys.gov.uk) or by telephoning 01283 595795.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

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

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate number).

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk).

Further guidance on the use of personal information can be found at [www.ico.org.uk](http://www.ico.org.uk).