

Privacy Notice for Asset Management

Introduction

This notice is provided within the context of the changes required by the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This document will therefore be subject to ongoing review to ensure it continues to align with the requirements of all applicable legislation.

Service description

It is necessary for Thanet District Council to collect and process personal information to discharge its statutory functions towards the management of assets in the Thanet District.

Processing activity

In order to discharge these statutory functions it is necessary for us to collect and hold personal information about you. The information collected and held will vary and depend on the nature of the service. We will process personal information relating to:

- Administration or property and or land applications and contracts
- Processing payment and debt recovery
- Fraud prevention
- Insurance claims

Information requirements

- Name
- Email address
- Address
- Telephone number
- Financial information

Lawful basis for processing data under GDPR

The Council's lawful bases for processing your personal information under the GDPR¹ are:

- For the performance of a task carried out in the public interest; and
- That it is necessary for compliance with a legal obligation to which the Council is subject.

The Asset Management team processes personal data in order to carry out its duties under the following specific legislation:

- The Local Government Act 1992; and
- Local Government act 1972 Section 111

¹ Under Article 6 of GDPR.

Additional lawful basis for processing other categories of data

Some of the information that is collected is classified as special category personal data or personal data consisting of criminal convictions and offences (including alleged offences).

In order to process special category of data, the Council needs to have an additional lawful basis to above. In this instance, special category of data is processed² for exercising specific rights of the council (under the regulations above). And where the Council collects and process criminal convictions information³, this is done lawfully under the provision of the Data Protection Act 2018 (DPA)⁴.

Retention Period

Information collected will be held for a period of twelve years. After this time, it will be deleted or destroyed confidentially.

Data sharing

We may share your information with, and obtain information about you from, credit reference agencies or fraud prevention agencies. Information provided by you may be put onto a register of claims and/or a charge against your property if enforcement action is required.

We may also share your information internally with other council departments (where it is in your interests to do so) as well as under legal obligations with partner organisations that inspect or handle public funds, to prevent and detect fraud and error including:

- Other councils
- Land Registry
- Government departments such as HM Revenue and Customs, the Department for Work and Pensions, and the Cabinet Office (as part of the National Fraud Initiative)
- National Audit Office
- Police
- Credit reference agencies

We will not share your personal data with third parties for commercial purposes nor will we use your personal data for marketing products or services without your consent.

Your rights

The Data Protection Act 2018 in conjunction with the General Data Protection Regulation (GDPR) grants you a number of other rights. These include the right to rectify errors in your records, the right to withdraw consent given to process your data, and the right to object to the use of your data.

² Under Article 9 of GDPR

³ Under Article 10 of GDPR

⁴ The DPA 2018 [Part 2, para. 5 (1&2) and para. 6(1&2)] supplements the GDPR by providing the legal basis for processing criminal convictions and offences. In the Council's case, as a 'public authority' and when it is in the public interest to do so.

You have the right to be told if we have made a mistake whilst processing your data and we will self-report breaches to the Information Commissioner.

For more information on your rights, how we process your personal information and how to make a subject access request, please visit <https://www.thanet.gov.uk/privacy-statement/>

This is also available in other formats (e.g. print)

Complaints

If you wish to complain about how we are processing your personal information please contact:

The Data Protection Officer
Thanet District Council
Cecil Street,
Margate
CT9 1XZ

Email: dataprotection@thanet.gov.uk

Tel: 01843 577000

You also have the right to complain to the Information Commissioner's Office, at:

The Information Commissioner,
Wycliffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF.

Phone: 0303 123 1113 or 01625 545745

Website: www.ico.org.uk