**Privacy notification**

Our privacy notification is to make you aware that we collect information about you and we will use that information to help deliver the services you request. We may also use your information for other reasons in which case we will tell you what we may use it for at the time we collect it.

We will try to collect the minimum amount of information that we need to provide you with the service you request. This is likely to include your name, address and contact details which is classed as personal data.

In some cases we may request sensitive personal information for example medical information and disabilities but we will only collect this information if necessary and we will explain to you why we need this information to provide you with the service.

We will only process the personal data you provide for the service or function for which we collect it. We may hold on to your information so that if you request a service again we will already have it stored in our system.

We may share you information with other Council Departments or our contractors to help us to deliver the service you requested.

We may also share your information for the purposes of the prevention, detection or prosecution of criminal offences.

Sometimes we may ask for your consent to allow us to process your personal data. If we do this you have the right to withdraw your consent at anytime.

You have the right to access the data being processed by us and you can do this by submitting a Subject Access Request. We will need proof of identification and a payment of £10 to provide you with this information.

Your information will be held and transferred securely and we will not transfer your data to organisations outside of the United Kingdom.

If you are not happy with part of the personal data that we are holding you have the right to correct inaccuracies, restrict how we process it or have the information deleted.

If you have any concerns about the information we hold or the way we are processing it you should raise this with our Data Protection Officer first. If you are not satisfied with the response you have the right to raise your concerns with the Information Commissioners Office.