

Privacy Notice for Information Governance

**DATE: September 2018
V1.0**



Information Governance Service

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- People accessing the Information Governance Service
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you

- In relation to Information Governance
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

Purpose(s)

We collect your personal information for the following purpose(s):

- The processing of Freedom of Information requests
- Responding to subject access requests (SAR's)
- Responding to requests for information covered by the Environmental Information Regulations 2004 (EIR's)
- Investigating complaints against the Council including Ombudsman referrals
- Dealing with all Data Protection matters including any alleged data breaches

Categories of personal data

In order to carry out these purposes we collect and obtain information such as your name, contact details, address, and postcode, date of birth/age.

In addition to the above we may also hold the following information:

- Racial or ethnic origin
- Religion
- Sexuality and sexual life
- Physical or mental health
- Criminal convictions and offences

Legal basis for processing

The legal basis for processing your personal information is:

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Regulation Of Investigatory Powers Act 2000
- General Data Processing Regulation (GDPR) 2016
- Data Protection Act 2018

If you fail to provide certain information when requested, we may not be able to perform the services you have requested or we may be prevented from complying with our legal obligations.

Information sharing/recipients

We may share and receive personal information about you with the following types of organisations:

- The Local Government Ombudsman
- The Information Commissioner
- Other internal council departments
- Local health providers
- Other Local Councils
- The Magistrates' Court

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You may exercise the rights listed below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at The IOC, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details