

Privacy notice

for Information Technology (I.T) Services



Personal data held by I.T. Services

In order to provide I.T. services, it is necessary for us to collect and hold personal information. This information may include:

- Basic personal information such as name, address, telephone number, email address
- Financial information
- IP addresses

Who is processing your data?

All personal data held is processed in accordance with data protection law. For Information Technology (I.T.) Services purposes, Wychavon District Council is the data controller.

Why do we collect your information?

We collect your data in order to:

- To allocate hardware, software and mobile devices
- To manage staff IT accounts
- To manage threat analysis
- To archive records
- To undertake web analytics (including cookies)
- Equality monitoring

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- In the public interest or undertaking a statutory function
- Contract (staff data)
- Legitimate Interest (web analytics)
- Consent (web analytics - cookies)

Who do we share your information with?

We may share your information with partner organisations, including:

- Other departments within the council, with your consent in the circumstances described above,
- Other public bodies
- IT suppliers e.g. Microsoft. Google
- The Police and other crime enforcement agencies
- HMRC
- External auditors and regulators

We will not normally share your information with organisations other than our partner organisations without your consent, 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. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long do we keep your records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept in accordance with our retention schedule. All information will be held securely and destroyed under confidential conditions.

What are your rights?

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to The Data Protection Officer, Wychavon and Malvern Hills District Council shared Legal Service, Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT or via email, SAR@wychavon.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Meesha Patel, Legal Services Manager at Wychavon and Malvern Hills District Council shared Legal Service, Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>