



Privacy Notice – Information Governance Team

1. Why do we collect and keep your personal information?

We collect and use your personal information so that we can respond to your requests for information under the Freedom of Information Act 2000 (FOI), the Environmental Information Regulations 2004 (EIR) and the Data Protection Act 2018.

The Processing of your data is because it is necessary for the performance of this public task to do so in line with the above mentioned Act and Regulations.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. Although we do not collect any sensitive personal data, we may process this in responding to a subject access request. We may also process data about criminal convictions in responding to a subject access request.

The legal basis for processing your sensitive personal data, or data about criminal convictions, is that processing is necessary for reasons of substantial public interest for the exercise of a statutory function. The function is meeting our legal obligations to answer subject access requests.

2. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulation 2016, Data Protection Act 2018, FOI and EIR.

Whilst undertaking DP, FOI or EIR requests, there may be occasions when your name or contact details will be shared with an internal service, to ensure the applicable information can be located.

We may also be required to make disclosures by law, and share information with the Information Commissioner's Office, who is the regulator for DP, FOI and EIR. We will not make any disclosures to third parties for marketing.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

3. How long do we keep hold of your information?

We will retain the information provided to us for 5 years (FOI/EIR) and 6 years (DP). Your information will be securely disposed of once it is no longer required.4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Regulation 2016 and Data Protection Act 2018. To make a request for any personal information we may hold you need to contact:

Access to Records Team
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

accesstorecords@pembrokeshire.gov.uk 01437 775798

5. Your Rights.

Under the General Data Protection Regulation 2016 and Data Protection Act 2018, you have rights as an individual which you can exercise in relation to the information we hold about you, not all rights will apply it will depend on the legal basis for processing your data.

- The right to be **Informed** – Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR.
- The right of **Access** – you are entitled to request access to and a copy of, information we hold about you.
- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Erasure** – you have the right to your personal data being erased if you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to **not be subject to automated decision-making and profiling.**

6. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP
Email: dataprotection@pembrokeshire.gov.uk
Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
Email case worker@ico.org.uk Telephone No: 0303 123 1113

7. Changes to this privacy notice.

We keep our privacy notice under regular review.