

Privacy Notice – How we handle your personal information

Doncaster Metropolitan Borough Council needs to know certain things about you (e.g. your name, address, email address, etc.) so that we can provide the Local Assistance Scheme.

Until 24th May 2018 the Council will process your personal data in accordance with the requirements of the Data Protection Act 1998. From 25th May 2018 this will change and the Council will process your personal data in accordance with the General Data Protection Regulation.

This notice complies with the requirements of both pieces of legislation and provides a brief overview of how we use your information for this service.

What information about you do we collect?

We need all of the information you provide on this form to determine if an award from the Local Assistance Scheme can be granted this includes:

- Your name
- Address
- Contact details
- Household details
- Income details
- Date of Birth
- And National Insurance Number

The Legal Basis for using your information

The Council collects and uses information about you on the basis that to do so is necessary because of a legal obligation that applies to the Council and to do so is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority. Legislation is in place to allow the Council to provide financial assistance to any person in their area, the local assistance scheme is designed to fulfil this purpose by helping the most vulnerable residents in meeting their need for support or to help people cope with special difficulties.

Who will your information be shared with?

We will share your information for a variety of reasons, such as to provide services to you, for safeguarding and the prevention and detection of crime. The Council will never sell your information to anyone else. We will share some of it with other individuals and organisations, including:

- Department for Work and Pensions'
- Housing Benefit and Council Tax departments
- Family Fund Trading Limited (FFTL)
- Supplier(s) of the goods and services you have been awarded

We will only share your information when necessary and when the law allows us to, and we will only share the minimum information we need to.

How long will we keep your information?

Doncaster Council will keep your information for 3 years.

Your rights

Data protection legislation gives you certain rights over your information. These rights are:

- to be informed of our use of information about you;
- of access to information about you;
- rectify information about you that is inaccurate;
- to have your information erased (the 'right to be forgotten');
- to restrict how we use information about you;
- to move your information to a new organisation;
- to object to how we use information about you;
- not to have decisions made about you on the basis of automated decision making; and,
- to complain about anything the Council does with your information (please see the next section).

Some of the rights listed above apply only in certain situations, and some have a limited effect. If you wish to know more about these rights, or to make a request in respect of one or more of them, please contact the Council's Data Protection Officer using the details below.

You can access information about yourself by making a subject access request. To make a request please email information.governance@doncaster.gov.uk

Data Protection Officer (DPO)

When the General Data Protection Regulation comes into force on May 25th 2018, the Council is required by law to have a DPO. The DPO has a number of duties, including:

- monitoring the Council's compliance with data protection law;
- providing expert advice and guidance on data protection;
- acting as the point of contact for data subjects; and,
- co-operating and consulting with the Information Commissioner's Office (see 'Complaints' below).

The Council's Data Protection Officer has not yet been designated. However, the Information Governance Manager who is currently responsible for data protection compliance is Sarah Corbett and can be contacted at information.governance@doncaster.gov.uk

Complaints

If you are unhappy with the way in which your information has been handled you should contact the Council's Data Protection Officer so that we can try and put things right.

Alternatively, and if we have been unable to resolve your complaint, you can also refer the matter to the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them. They can be contacted via the methods below:

Website: <https://ico.org.uk/>

Telephone: 0303 123 1113

Post: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF