

## **HSCP Technical Enabled Services (including Equipu) Privacy Statement:**

We have been provided with your personal information to allow us to install, maintain or remove community equipment, track and hoist equipment, or stairlifts. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### **Legal Basis for using your information:**

We provide these services to you as part of our statutory function as your local authority.

### **Who is your information shared with:**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies for the same purpose. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing will only take place when necessary to discharge our legal duties based on your individual circumstances or to deliver effective services to you. It will be done in accordance with our Information Security Policy and Record Management Plan and covered in our full privacy statement on our website.

In order to deliver the required services we sometimes share this data with third party contractors.

### **How long do we keep your information:**

We will hold your information for the minimum period of time necessary. This time is sometimes set out in the law, but in most cases it is based on business need, purposes being for recording, monitoring and/or managing the provision of Social Work service and expenditure of public funds by the council. We maintain a records retention and disposal schedule which sets out how long we hold different types of information on you.

### **Your rights under data protection law:**

You have the right to:

Be informed about how we use your information – This notice is intended to give you relevant information to meet this right.

Access personal data held on you – You have the right to access personal information the HSCP holds about you by making what is known as a Subject Access Request.

Request rectification of your personal data – you have the right to request that the HSCP corrects any personal data held about you that is inaccurate.

Deletion of you information – you have the right to ask us to delete personal information about you where:

1. You think that we no longer need to hold the information for the purposes for which it was originally obtained,
2. you have genuine objection to our use of your personal information – see objecting to how we may use your information,
3. our use of your personal information is contrary to law or our other legal obligations

Restricting how we may use your information – in some cases you may ask us to restrict how we use your personal information. This right might apply if we no longer have a basis for using your personal information but you don't want us to delete the data

Object how we may use your information – You have the right to request that the council restricts processing of your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer needs the personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

### **Complaints:**

If you have an issue with the way the HSCP handles your information, you can contact the Council's Data Protection Officer by email at [dataprotection@west-dunbarton.gov.uk](mailto:dataprotection@west-dunbarton.gov.uk).