DATA SUBJECTS’ INFORMATION  Wiltshire Digital Platform (MyWilts)

To be provided to the data subject at the time of obtaining personal data from them

1. **Data Controller**

   Wiltshire Council is registered as a data controller with the Information Commissioner’s Office. Full details of the registration are available at [ICO register of data controllers](https://ico.org.uk).

2. **Data Controller Contact Details**

   We can be contacted by **phone, in person, or in writing**

3. **Data Protection Officer**

   Our DPO may be contacted as above or online at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk)

4. **Purpose of processing**

   The Wiltshire Digital Platform (MyWilts) online booking and reporting service will process your personal information for the following purposes:

   - maintaining our own accounts and records
   - managing our property
   - providing leisure and cultural services
   - carrying out surveys
   - licensing and regulatory activities
   - local fraud initiatives
   - crime prevention and prosecution offenders including the use of CCTV
   - the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
   - the provision of all non-commercial activities including refuse collections from residential properties,
   - Booking services from Wiltshire Council
   - Reporting incidents to Wiltshire Council

5. **Legal basis for processing**

   Our processing shall be lawful because at least one of the following will apply:

   (a) the data subject has given consent to the Council for processing of their personal data for one or more specific purposes;
(b) processing is necessary for compliance with a legal obligation to which the Council is subject;

(c) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council;

If your special category data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:

[a] the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,

6. **Recipients or categories of recipients**

Where necessary and lawful, or when required by legal obligation, we may share information with:

- customers
- healthcare, social and welfare organisations
- providers of goods and services
- financial organisations
- debt collection and tracing agencies
- private investigators
- service providers
- local and central government
- ombudsman and regulatory authorities
- professional advisers and consultants
- courts and tribunals
- professional advisers
- credit reference agencies
- police forces
- housing associations and landlords
- voluntary and charitable organisations
- religious organisations
- data processors
- other police forces, non-home office police forces
- regulatory bodies
- customs and excise
- local and central government
- partner agencies, approved organisations and individuals working with the police,
- licensing authorities
- service providers
- healthcare professionals
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority
- the disclosure and barring service
- healthcare professionals

7. **Retention Period**

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Full details of our retention schedule may be found [here](#).
8. **Your rights**

Your rights are set out in Articles 13 to 22 of the General Data Protection Regulation 2016 and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the Information Commissioner if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity.

9. **Contracts**

The information you are giving us is/is not a statutory or contractual requirement; or a requirement necessary to enter into a contract.

You are not obliged to provide this information.

10. **Automated Decision Making**

Wiltshire Council does not use automated decision making in respect to your personal information. We will provide you with an explanation of the decision-making criteria and significance or likely consequences of such data processing.