DATA SUBJECTS’ INFORMATION - Highways Asset Management

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/register/).

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

4. **Purpose of processing**

   The Highways Asset Management Service will process your personal information for the following purposes:

   - maintaining our own accounts and records
   - promoting the services we provide
   - managing our property
   - carrying out surveys
   - licensing and regulatory activities
   - local fraud initiatives
   - crime prevention and prosecution offenders including the use of CCTV
   - corporate administration and all activities we are required to carry out as a data controller and public authority
   - undertaking research
   - the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
   - internal financial support and corporate functions
   - managing archived records for historical and research reasons
   - data matching under local and national fraud initiatives

5. **Legal basis for processing**

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

   (a) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

   (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,

(b)

(c) for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

(d) processing is necessary for reasons of substantial public interest,

(e)

6. **Recipients or categories of recipients**

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

- customers
- family, associates or representatives of the person whose personal data we are processing
- debt collection and tracing agencies
- service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- courts and tribunals
- political organisations
- professional advisers
- professional bodies
- survey and research organisations
- police forces
- data processors
- other police forces, non-home office police forces
- regulatory bodies
- local and central government
- partner agencies, approved organisations and individuals working with the police,
- service providers
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority

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 at: [http://www.wiltshire.gov.uk/freedom-of-information](http://www.wiltshire.gov.uk/freedom-of-information)

8. **Your rights**

Your rights are set out in 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 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 for this service.