

## DATA SUBJECTS' INFORMATION – COMMUNITIES AND NEIGHBOURHOODS – RIGHTS OF WAY AND COUNTRYSIDE SERVICE

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.
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 Communities and Neighbourhoods service will process your personal information for the following purposes:
  - maintaining our own accounts and records
  - supporting and managing our employees
  - promoting the services we provide
  - carrying out public awareness campaigns
  - managing our property
  - carrying out audits
  - carrying out surveys
  - undertaking research
  - managing archived records for historical and research reasons
  - corporate administration and all activities we are required to carry out as a data controller and public authority
  - the provision and administration of all non-commercial activities
  - managing archived records for historical and research reasons
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 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;
  - c. processing is necessary in order to protect the vital interests of the data subject or of another natural person;
  - d. 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;
  - e. processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

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) to carry out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.

- c) to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- d) processing relates to personal data which are manifestly made public by the data subject;
- e) for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- f) processing is necessary for reasons of substantial public interest.
- g) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services;
- h) for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices,
- i) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

6. Recipients or categories of recipients Where necessary and lawful, or when required by legal obligation, we may share information with:

- service providers
- local and central government
- press and the media
- professional advisers and consultants
- political organisations
- professional bodies
- survey and research organisations
- CFH Docmail Ltd
- police forces
- housing associations and landlords
- data processors
- regulatory bodies

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 [online](#).

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. Failure to provide us with the information may result in the Rights of Way and Countryside Service being unable to offer you their full range of services.

10. Automated Decision Making Communities and Neighbourhoods does not use automated decision making in respect to your personal information.