

Council Service:	<i>Facilities Management & Caretaking</i>
Why we use personal information about you	<ul style="list-style-type: none"> • Service delivery • Service improvement and planning • Financial transactions • Energy & Environmental Management • Research inc. consultations • Equality Monitoring • Prevention and detection of crime
Why we are allowed to use your personal information	<p>Legal obligation or public task under various UK laws including but not limited to:</p> <ul style="list-style-type: none"> • Equality Act 2010 • Supply of Goods and Services Act 1982 • Health & Safety at Work Act 1974 <p>Contracts – tenants, room hire Consent - consultations</p>
What sort of information we may hold about you	<p>The Data that we hold includes information such as;</p> <ul style="list-style-type: none"> • Name • Address • Telephone/Fax Numbers • Email address • Public Liability Insurance Details
How long we may keep your personal information	<p>Your information will be held electronically or on paper and retained for a period of 6 years. Your information will be held securely and treated confidentially.</p>

<p>Who we share your personal data with</p>	<ul style="list-style-type: none"> • Contractors/partners providing services on our behalf • Other local authorities • Police • Fire & Rescue Services • Elected Members • Utilities companies • We may share your information with other Council services to ensure our records are accurate and up to date
<p>When computers make any decisions about you</p>	<p>Not applicable</p>
<p>When your data gets sent to other countries</p>	<p>Not applicable</p>
<p>Your Rights</p>	<p>You have the right to:</p> <ul style="list-style-type: none"> • Request a copy of your information (known as a subject access request) • Request rectification or erasure of your information • Request a restriction on the processing of your information, and, object to processing of your information • Complain to the information Commissioners office about the way the Council processes your information <p>If you require further information about the use of your data or would like to exercise any of the above rights please contact: the Data protection officer at South Ribble Borough council</p>