

Council Service:	Information services
Why we use personal information about you	<ul style="list-style-type: none"> • To allocate hardware, software and mobile devices • To manage staff IT accounts • To manage threat analysis • To archive records • To undertake web analytics (including cookies) • Equality Monitoring
Why we are allowed to use your data	<p>Legal obligation or public task under various UK laws including but not limited to:</p> <ul style="list-style-type: none"> • The Localism Act 2011 • The Equality Act 2010 • Contract (staff data) • Legitimate Interest (web analytics) • Consent (web analytics - cookies)
What sort of information we may hold about you	<p>The personal data that we hold includes information such as;</p> <ul style="list-style-type: none"> • your name • your job title • contact details • email addresses • email messages
Who we share your data with	<ul style="list-style-type: none"> • Storage companies e.g. secure cloud storage • IT suppliers e.g. Microsoft. Google • The Police and other crime enforcement agencies • HMRC
How long we may keep your personal information	<p>Information about staff and internal users is kept for the duration of their employment and for up to 18 months afterwards in backups.</p>
When computers make any decisions about you	<p>Some automated scanning and correlating of results to flag threats and vulnerabilities.</p>
When your data gets sent to other countries	<p>Web analytics by Google Analytics may hold outside the EU under contract but it will then be anonymised. No tracking occurs.</p>
Your Rights	<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>

