

Council Service:	<i>Risk and Insurance</i>
Why we use personal information about you	<ul style="list-style-type: none"> • Process insurance claims • Process Property Level Flood Resilience Grants (PLFRG) • To maintain Emergency and Business Continuity plans
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"> • Processing is necessary for compliance with a legal obligation to which the controller is subject • PUBLIC TASK - the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
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 postal address • date of birth • national insurance number • contact details including email address • vehicle details • Health information • Details about your property and financial transactions
How long we may keep your personal information	<p>For insurance claims information will be held electronically or on paper and retained for a period of 6 years after closure of your case. Your information will be held securely and treated confidentially. Minor's data will be retained until they reach 21 years of age.</p> <p>Paper records will be disposed of by a confidential shredding contractor. Electronic records will be deleted from our systems.</p> <p>Flood Grant information will be retained for 3 years after the closure of the scheme. After which a record will be retained as to which properties have received a PLFRG</p>

<p>Who we share your personal data with</p>	<p>When dealing with an insurance claim we will obtain your consent to hold and process your personal data</p> <ul style="list-style-type: none"> • Data may be shared with the Council’s insurance brokers, insurance companies and their representatives such as claims handling companies and solicitors. • The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the cabinet offices National fraud Initiative. • We may share your information for the lawful purpose of the prevention and detection of crime under the Crime and Disorder Act 1998 <p>We may share your personal mobile or home telephone number if you have provided it for use in the Emergency Plan. We would only share this detail with multi-agency partners for use in an emergency incident.</p> <p>PLFRG data may be shared internally with other Council departments, with Central Government and other Local Authorities as necessary to the process.</p>
<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>