



PRIVACY NOTICE - LEYLAND MARKET

Your Personal Data

Who we are

Leyland Market is owned and operated by South Ribble Borough Council.

South Ribble Borough Council is a data controller.

Your privacy is important to us. We will make every effort to keep your personal information safe, accurate, up to date and keep it for no longer than is necessary.

We need to collect your personal data so we can process your market application. We will only collect the personal data from you that we need in order to deal with your application.

Information collected

- * Name
- * Address
- * Date of Birth
- * National Insurance Number
- * Phone Number
- * Email Address
- * Public Liability Insurance
- * Proof of Address (utility bill / bank statement / driving licence)
- * Proof of ID (passport or photo driving licence)

Who will your information be shared with

Your information will initially be administered by the Council's Market Management and if necessary, will be sent to a member of staff within the Council's Finance Section for further checks, who may then contact you for further information.

We will never sell your data.

We may share some of your personal information with third parties.

South Ribble Borough Council is required by law to protect the public funds it administers. We may use any of the information you provide with other bodies in order to prevent and detect fraud or crime. This includes the Cabinet Office, the Department for Works and Pensions, other local authorities, HM Revenues and Customs and the Police.

The National Fraud Initiative (NFI) is an exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud. Data matching involves comparing computer records held by one body against other computer records held by the same or another body to see how far they match.

We participate in the Cabinet Office's National Fraud Initiative and we are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise.

The use of data by the Cabinet Office in a data matching exercise is carried out with statutory authority under Part 6 of the Local Audit and Accountability Act 2014. It does not require the consent of the individuals concerned.

Data matching by the Cabinet Office is subject to a Code of Practice.

How long will we hold your data for?

We will keep all records relating to your application to trade on Leyland Market for a period of 6 years. Once your information is no longer required it will be destroyed securely and confidentially.

Your rights

Your rights under the EU General Data Protection Regulations (GDPR).

- * The Right to be informed; you have the right to be informed how your data is processed, via Privacy Notices such as this.
 - * The Right of Access; you have the right to access the personal information we hold about you.
 - * The Right to Rectification; we endeavour to ensure that information we hold about you is correct and up to date. You may find that the information we hold is no longer accurate. Please contact the Council to have the information corrected.
 - * The Right to Erasure; you have the right to have your personal data erased and to prevent processing in specific circumstances:
 - Where the data is no longer necessary in relation to the purpose for which it was originally collected
 - When you withdraw consent for the data to be processed
 - When you object to the processing of the data and there is no overriding legitimate interest for continuing the processing
 - Your data was unlawfully processed
 - Your information has to be erased in order to comply with a legal obligation
- However we may refuse to comply with your request for erasure for the following reasons:
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority
 - The exercise or defence of legal claims
 - To exercise the right of freedom of expression and information
 - For public health purposes in the public interest
 - Archiving purposes in the public interest, scientific interest, historical interest or statistical purposes
- * The Right to Restrict Processing; you have the right to ask us to stop the processing of your personal data. However, this may cause delays or prevent us providing/delivering a service to you.
 - * The Right to Data Portability; you have the right to request your personal data in a structured, commonly used, machine readable format for transfer to other providers.
 - * The Right to Object; you have the right to object to your personal data being processed at any time.
 - * Rights in Relation to Automated Decision Making Including Profiling; you have the right to insist on human intervention if a decision is based on the result of automated processing.

Further Information

For further information about the use of your information or to request a copy of your personal information held by South Ribble Borough Council please contact:

Data Protection Officer
South Ribble Borough Council
Civic Centre, West Paddock, Leyland PR25 1DH
Telephone: 01772 421491
Email: dpo@southribble.gov.uk