

The following information applies to StreetScene and Allotments.

Data Controller:

Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Data Protection Officer:

Nicola Hesketh
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Email: data-protection@tamworth.gov.uk

Retention:

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

Rights: You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO

Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Information Collected

Name
Address
Date of Birth
Gender
Contact Information
Payment information

Purpose Collected

We collect your information to ensure we meet our legal requirements and/or as part of the administration of services we provide to you or services we provide to you on behalf of other organisations.

If you are leasing an allotment from us, we will use your information to provide administration for the lease including production of the relevant lease documentation and receive rent, and to ensure financial records are accurate and up to date.

We will use it to contact you regarding your enquiries, compliments or complaints, contact you regarding services you access and to keep a record of your relationship with us.

Legal Purpose

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Legal Obligation** as the processing is necessary for us to comply with the law namely:

Refuse Disposal (Amenity) Act 1979
Clean Neighbourhoods and Environment Act 2005
Control of substances hazardous to Health Regulations 1999
Environmental Protection Act 1990
Anti-Social Behaviour Act 2003
Anti-Social Behaviour Crime and Policing Act 2014

We will also use your information under **Public Task** or as part of a **Contract** you have with us.

Third Parties we might share information with

We will share your personal information with third parties where required by law or where it is necessary. Examples of the organisations we may need to share information with are below, this list is not exhaustive:

Tamworth Borough Council Environmental Health
Tamworth Borough Council Revenues and Benefits
Tamworth Borough Council Environmental Protection
Tamworth Borough Council Planning
Tamworth Borough Council Legal Team
Tamworth Borough Council Audit Department
Tamworth Borough Council Finance Department
Other Local Authorities
The Department for Work and Pensions
Staffordshire Police
Staffordshire Fire and Rescue
Courts
Third-party contactors

Third-Parties Service Providers – Which third parties process my personal information?

Third-Party Service Providers are companies who process your information on Tamworth Borough Council's behalf.

The following third-parties process personal information about you for the following purposes:

M3 – The Council's IT provider M3 may have to access your personal information on occasions where there is a fault.

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

More information

Tamworth Borough Council's Privacy Notice can be found at:
<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.