

Privacy Notice: Garden Waste Collection.

Privacy Notice -Your Personal Data

To comply with the latest Data Protection legislation we need to be transparent and let you know why we need to gather any personal information for the Garden Waste Collection Service, and also inform you of your rights. The following information explains this in further detail.

Who we are

We are Harborough District Council, The Symington Building, Adam and Eve Street, Market Harborough, Leicestershire, LE16 7AG

Telephone 01858 828282 Email FOI@harborough.gov.uk

What we need

Harborough District Council will be what is known as the “Controller” of the personal data you provide to us. We will only collect basic personal data about you which includes your name, address, telephone number, email etc. together with information you have given us and information that we receive from third parties e.g. landlords.

Why we need it

The Council uses your personal information for the performance of a contract with you. In this case, the provide the garden waste collection service.

What we do with it

Your personal information will be treated as confidential but it may be shared with other Council services in order to ensure our records are accurate and up-to-date, and to improve the standard of the services we deliver. We will only use your information in ways which are permitted by the General Data Protection Regulation and the current UK Data Protection law.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website at www.harborough.gov.uk

This authority has a duty to protect the public funds it administers, and may use information held about you for all lawful purposes, including but not limited to the prevention and detection of crime including fraud and money laundering.

The Council may also use your information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share your information with other bodies responsible for detecting/preventing crime including fraud or auditing/administering public funds.

We will not disclose your personal information to third parties for marketing

purposes. **What are your rights**

You have the right to:

- 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
- object to processing of your information,
- complain to the Information Commissioner's Office about the way the Council processes your information.

If you require further information about the use of your data or would like to exercise any of the above rights, please contact:

Data Protection Officer, Harborough District Council, The Symington Building, Adam and Eve Street, Market Harborough, Leicestershire, LE16 7AG

Transferring information overseas

In certain circumstances we may transfer your information to organisations in other countries on the basis that anyone to whom we pass it protects it in the same way we would and in accordance with applicable laws.

How your information is stored.

Currently all related data processing is carried out and stored with username, password and profile restricted system and network storage locations. Access to such systems is profiled to be on a role/need basis. Some bespoke systems are used and restricted in the same manner.

How long we keep your information

We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. Please see the Council's [Document Retention Policy](#) for further information.

DISTRICT OF
HARBOROUGH