

Privacy Information

Stockton-on-Tees Borough Council is a registered data controller and we collect and use information personal to you in accordance with data protection legislation.

This document outlines what you can expect from us when you provide us with your personal information.

Why are we asking for your information and how will we use the information about you?

We will ensure that we have a lawful basis to collect your personal information and use it to deliver our services to you. Examples of a lawful basis include where you have given your consent, it forms part of a contract, the law says we have to, to protect the interests of others (e.g. safeguarding of children), or if we are required to do so for the benefit of public interest.

To find out the lawful basis for requesting your personal information, please contact the [Information Governance Team](#).

Who will use your information?

In some instances, we may share your information with other services within the Council as part of service delivery or because we are legally required to do so.

An example of this would include sharing information with schools as part of the schools admissions process, sharing information with adult care homes when arranging residential care or sharing information with the council tax department to prevent fraud.

We may also share your information with other organisations as part of service delivery or because we are legally required to do so.

An example of this would include sharing information with the Department of Work and Pensions (DWP) to prevent fraud, with Police in relation to prevention and detection of crime or with other Councils in relation to the safeguarding of children.

If you would like further information about who your information is shared with, please contact the [Information Governance Team](#).

What personal information do we hold about you?

Other organisations may share your personal information with us for the purpose of service delivery or because they are legally required to do so. An example of this would include when the NHS share information belonging to their patients with our adult social care teams in order to support them to live independently in their own homes.

Examples of the categories of personal information we may hold about you include your name, address, contact details, such as phone number or email address, and date of birth.

We may also hold what is known as special category data which would include information relating to race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data and health data.

To find out more information about this, please contact the [Information Governance Team](#).

How long will we keep your personal information?

We will not hold your personal information for longer than necessary. To find out how long we will keep your information for, please contact the [Information Governance Team](#).

How can you access or correct your personal information?

You have the right to request the following in relation to the personal information we hold. Subject to some legal exceptions, you have the right:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

If you would like to exercise any of the rights outlined above please contact us. If you would like further information about your rights to your information, please visit the [Information Commissioner's Office website](#).

You also have the right to request a copy of the personal information that the Council holds about you. To do this please complete this [form](#).

If you have given your consent for us to use your personal information and wish to withdraw this consent. Please contact the [Information Governance Team](#).

Is your personal information processed overseas?

Your information will not be processed outside the European Union.

What happens if I don't provide you with my personal information?

If you do not provide us with the personal information we have requested, it may not be possible to deliver our services to you. For more information about how this might affect you, please contact the [Information Governance Team](#).

How to contact us

Stockton-on-Tees Borough Council's Data Protection Officer is Ian Coxon.

If something goes wrong with your personal information or if you have any questions about how we use it, please contact the Information Governance Team in the first instance at foiandcomplaints@stockton.gov.uk or 01642 527521.

If you remain unhappy about the way in which we have handled your personal information and wish to complain, you can contact the [Information Commissioner's Office](#).

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510