

London Borough of Bexley Council

Corporate Privacy Notice

The London Borough of Bexley is a 'data controller' as we collect and process personal information about you. The information we collect is used in accordance with data protection and other relevant legislation. Contact details for the data controller's representative are:

Nick Hollier
Data Protection Officer
London Borough of Bexley
Civic Offices
2 Watling Street
Bexleyheath
Kent DA6 7AT
data.protection@bexley.gov.uk
0208 303 7777

What personal information do we process?

Personal information can be any information that relates to or identifies a living person. Typically and at its most simple it could include a name, date of birth, postal address, email address, telephone number and debit or credit card details.

The law regards some personal information as being in a [special category](#) given its sensitivity and is therefore given more protection. This includes information that identifies racial/ethnic origin, political opinions, religious/philosophical beliefs, sexual orientation and information regarding physical and mental health.

What is the purpose of processing your personal information?

We process personal information to enable us to provide a range of services to local people and businesses; as such we may require your personal information to:

- Perform our statutory functions
- Fulfil our statutory obligations, including those related to equalities and diversity
- Deliver services to you
- Manage those services we provide
- Confirm your identity

- Process financial transaction such as invoices, payments and benefits
- Train and manage the employment of our workers who deliver those services
- Investigate any complaints you have about our services
- Monitor spending on services
- Check the quality of services
- Plan services
- Emergency response management
- Prevent and detect fraud, corruption and crime
- Protect individuals from harm

Service specific privacy notices will explain in more detail the purpose of processing your personal information

What are the lawful basis for processing your personal information?

There are six lawful basis, that allows for the processing of personal information. These are:

- When we have your [consent](#)
- The processing is necessary for the performance of a [contract](#)
- The processing is necessary for compliance with a [legal obligation](#) to which we are subject
- The processing is necessary in order to protect your [vital interests](#) or those of another individual
- The processing is necessary for the [performance of a task in the public interest](#) or in the exercise of authority vested in us
- The processing is necessary for our [legitimate interest](#) or those of a third party. This will not apply to processing that we carry out in the performance of our tasks as a public authority.

Service specific privacy notices will explain in more detail the lawful basis for processing your personal information

Who are recipients or categories of recipients of your personal information?

We will generally only allow your personal information to be used by those Council staff who need to perform their functions.

The Council has outsourced some of its services to either joint arrangements with other local authorities, arm's length partly owned companies, or private sector companies who provide services on our behalf. These organisations collect and use personal information on our behalf to provide services. We will need to supply your information to these

organisations in order to supply a service to you. Each service specific privacy notice will identify who are recipients of your personal information.

Personal information may also be shared with the following broad category of organisations when we are either permitted to or are required by law:

- Councillors and Members of Parliament,
- Central Government Departments
- Schools and colleges
- Health organisations
- Housing Associations and or other registered social landlords
- Other Local authorities
- Police,
- Voluntary sector organisations

The Council is a signatory to a number of data sharing agreements. The types of purposes for which it is legitimate to share your personal information are set out in these Agreements. We may share the personal information of our service users where it is fair and lawful to do so and where the sharing takes place in a transparent manner. Our purposes for sharing information will be specified in our service specific privacy notices.

Service specific privacy notices will explain in more detail whom are recipients of your personal information.

We will not make your personal information available to companies for marketing purposes. We may share information with partners to achieve purposes that benefit you or the local community.

Intent to transfer personal information to a third country or international organisation?

Should it be necessary to transfer personal information outside the European Economic Area it will only be transferred to a third country or international organisation which the European Commission has decided has appropriate safeguards, including binding corporate rules.

How long do we keep your personal information?

We will only keep your personal information for as long as we consider that it is necessary to be retained. We have a [Record Retention Schedule](#) which lists how we would intend to keep your personal information.

Your individual rights

At any point while we are in possession of or processing your personal data, you, have the following [rights](#):

- The right to [access](#) your personal information that we hold about you. To access your personal information see [here](#)
- The right to [rectification](#) of your personal information
- The right to [erasure](#) of your personal information (sometimes called the 'right to be forgotten')
- The right to [object](#) to the processing of your personal information
- The right to [data portability](#) allowing you to obtain and reuse your personal data for your own purposes
- The right to [restrict](#) processing of your personal information
- The right to not being subject to a decision based solely on [automated decision making including profiling](#)

The right to withdraw consent

Where the legal basis for processing your personal information is consent, you have the right to withdraw that consent at any time by notifying us. If you withdraw your consent it may take longer or not be possible to continue to provide you with that service.

Service specific privacy notices will explain in more detail how you can exercise your rights. However, if you have any queries or concerns with how your information is being processed please contact data.protection@bexley.gov.uk

The right to lodge a complaint

You have the right to complain to the [Information Commissioners Office](#) at:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Email: casework@ico.org.uk or Tel: 0303 123 1113