

## **Discover Wyre website Privacy Notice**

This privacy notice explains our policy for the collection and use of your personal information when accessing services through the Discover Wyre website.

### **Processing your personal data**

Wyre Council will act as a “Data Controller” for any personal data that you provide to us. Your personal information will be collected and processed when accessing the website or when requesting the following services from us:

- Event bookings
- Purchase of theatre tickets
- Theatre / wedding bookings
- Discover Wyre e-newsletter
- Discover Wyre Guide
- Wyre’s Tourism Business Network

The information collected, will be securely stored and may include your name, address, email address, IP address, telephone number and financial information where required. If you do not provide the information we ask for we may not be able to provide the service that you need.

### **Lawful basis for processing your data**

In accordance with the General Data Protection Regulations (GDPR) and depending on your service request the council may rely on a number of lawful bases for processing your data, these include, but are not restricted to:

- Consent – you have given your consent to the processing of your data for one or more specific purposes – Article 6(1)(a)
- Contract – to deliver a contractual service to you - Article 6(1)(b)
- Legal obligation – to comply with common law or a statutory obligation – Article 6(1)(c)
- Public task – in the exercise of official authority or to perform a specific task in the public interest that is set out in law - Article 6(1)(e)

We may also request special category data in our online forms, for example, medical information, your religious beliefs or ethnic origin and this will be processed under Article 9(2) of the GDPR. We may use this data in the interest of statutory and government purposes, equality of opportunity, safeguarding or administration of justice.

Depending on the service requested alternative privacy notices may apply. These can be found on the Wyre Council website [service area privacy notices](#). In addition, links within the Discover Wyre website to other websites are not covered by this privacy notice. Once you have accessed another website via a link you will be subject to the privacy notice of that site.

## Sharing your data

To ensure that the council provides you with an efficient and effective service and meets all its statutory responsibilities, including for the purposes of detecting or preventing fraud or other crime, we may need to share your personal data with internal council services, as well as external third party organisations. These may include other local government bodies, the NHS, Police, HMRC, DWP, the courts, legal representatives, contractors, other community organisations or any other organisation with whom we are required or permitted by law to share information.

The council also uses external marketing suppliers to distribute the Discover Wyre Guide and to promote advertising space to businesses within this. Details of the council's current suppliers can be obtained by contacting us at [DiscoverWyre@wyre.gov.uk](mailto:DiscoverWyre@wyre.gov.uk). We will only share your data with our external marketing suppliers where we have your consent to do so. The personal information supplied to our marketing suppliers will be processed in accordance with these organisation's privacy policies, which can be accessed via their websites.

Where you have provided us with your consent to receive further information, your name, address and email address will be stored and processed on the councils marketing platform, Mailchimp in accordance with their Privacy Policy. In addition where you have registered through the Discover Wyre Website to receive our e-newsletter, this will be distributed to you using the email address supplied to us.

The Discover Wyre website is hosted by Jadu Creative Ltd (formerly Spacecraft Creative Ltd). The council has a data processing contract with Jadu, who provide these systems and related support services. The personal information you supply via these systems will be securely stored in accordance with their privacy policy details of which can be obtained at [Privacy and Cookies Policy – Jadu](#)

## Retaining your data

Any contact that you have made with the council via the Discover Wyre website, which is recorded using a website form, will be held for a period of xx years. In addition, personal data obtained through our agreement with you to purchase or supply goods and services will be retained for 6 years following the date of the last transaction.

Where you have given your consent to receive copies of our Discover Wyre Guide or have registered to receive our e-newsletter, your email address will be retained indefinitely on our marketing platform, Mailchimp, until you decide to unsubscribe from this. You can do this at any time by clicking the unsubscribe link in the footer of the email supplying the newsletter or by contacting us at [DiscoverWyre@wyre.gov.uk](mailto:DiscoverWyre@wyre.gov.uk).

## **Cookies**

We use cookies on the Discover Wyre web site. A cookie is a string of information that is sent by a web site and stored on your hard drive or temporarily in your computer's memory. The information collected is used for the administration of the server and to improve the service provided by the web site.

You can reject the use of some cookies, but this may alter your experience of that website and you may be asked for information again when revisiting it. This statement only covers the council web sites maintained by us and does not cover other web sites linked from our site.

## **Your rights**

You have the right to request access to the information that we hold about you. To make a request for this information, please complete the online form on the website <https://www.wyre.gov.uk/data-us/rights/2>.

In addition to the above, you may also have the right to:

- in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed;
- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- data portability;
- the right to withdraw consent and have data deleted from the Customer Experience Management system or forms log

If you wish to execute any of these other rights, please contact the councils Data Protection Officer.

## **How to contact us**

If you have any questions about how we handle your personal data, please contact the Council's Data Protection Officer; Joanne Billington on 01253 887372 or visit [www.wyre.gov.uk](http://www.wyre.gov.uk) for further information.

You also have the right to contact the Information Commissioner if you are un-happy with how we are handling your personal data. You can contact them using the following address:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5