

## **Privacy notice - care and repair (Wyre and Fylde)**

Please note that this notice supersedes the previous confidentiality policy statement

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

Processing your data is necessary for Care and Repair to perform a task carried out in the public interest or in the exercise of its official authority in accordance with Article 6(1)( e) of the General Data Protection Regulations (GDPR). If you have provided us with special category data (such as details about your health) we will process this under Article 9(2) of the GDPR.

### **How we process your data**

Care and Repair (Wyre and Fylde) (The Data Controller) will only process and share your personal information to carry out the service which you have requested or for which you have been referred to us for.

If you are eligible for services provided by Care and Repair (Wyre and Fylde), the information collected will be stored securely and may include, your name, address, telephone number, date of birth, national insurance number, health and financial information where required.

### **How we share your data**

We may share your personal information with internal council departments and external organisations and contractors to provide you with the services which have been requested or referred to us. This may include the following organisations:

- Lancashire County Council social services/occupational therapists
- Appropriate health professionals, representatives from housing associations and any other relevant persons
- Contractors who will be asked to provide quotations and/or to carry out the work
- Any other organisations and agencies to which you have agreed we may make a referral

We may also be required to share your personal information with the police, credit reference agencies, official government departments, for example the Department for Work and Pensions and HM Revenue and Customs and other local authorities for the purpose of the prevention and detection of crime and protect vital interests of the data subject where necessary.

### **How long we keep your personal data**

We will retain your personal data for five years following completion of the service provided. After this time paper documents will be shredded and the electronic records will be deleted.

## 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 contact our Information Governance Manager, Joanne Porter.

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 and
- data portability

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

## 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 [wyre.gov.uk](http://wyre.gov.uk) for further information.

You also have the right to contact the [Information Commissioner](#) if you are unhappy with how we are handling your personal data.