



Data Protection: Your data, your rights

The rules that govern how organisations use your personal information were updated in May 2018, giving you more rights over your information. This form gives you more information on these rights and how to ask the council about these. There is no charge for making a request and the council has a month to respond to your request.

In some circumstances (for example if the request is complex) the council can take up to a further two months to provide a response. If we need to do this we will contact you in the first month following your request to let you know and to explain why we need to extend the time limit.

Some of the rights you have will depend on the reasons why the council processes your information. If you are unsure about whether you can exercise your rights you can look at the privacy notices for the council's services on the Home page of our website or talk to the council's Data Controller for further advice.

All requests can be made in writing or verbally. If you make a verbal request we will confirm it in writing so that a record of the request is made and to ensure that we are clear about what you have asked for.

The council will always ask you to confirm your identity when you make a request based on any of your rights. This is to make sure that we only release or take action on your data and not on anyone else's. We will ask you to provide two forms of ID. If you are unable to meet this requirement please contact the Data Controller.

The council will not comply with your request until they have sufficient information from you to locate the information you wish to exercise your rights over and are satisfied of your identity.

A summary of the rights that you can request from us are given below. If you wish to exercise any of these rights please contact the council or complete and return a copy of this form to clerk@chiseldon-pc.gov.uk

Postal Address The Old Chapel
 Butts Road
 Chiseldon
 Wilts
 SN4 0NH

Contact us 01793 740744

Right of access – getting copies of your data (Subject Access)

You can ask the council what personal information it holds about you.

The council should provide the following:

- a copy of the information
- an explanation of why we are processing the information
- the sorts of data we process
- who we have shared the information with
- how long we keep the data
- tell you if we got your information from other sources

What information do we need?

You may only want information about your dealings with one service or over a specific period. To help us deal with your request it is helpful to let us know:

- which service(s) you have been dealing with
- dates you want us to search
- other identifying information that will help us find your records (account numbers, National Insurance Number etc)

Rectification – getting your data corrected

You can use your right of rectification to get your information corrected or to complete incomplete information.

You will need to:

- tell us what you think is wrong or incomplete
- explain what we need to do to correct it
- provide us with evidence of the inaccuracy.

The decision over accuracy lies with the council, but if we do not agree we must explain why.

Erasure – the right to be forgotten

Under certain circumstances you can ask for your data to be erased, such as:

- the organisation no longer needs your data
- you withdraw your consent (this applies only when we are using your consent as the reason for using your information)
- you believe the information is being used unlawfully
- you have objected to the information being used (also see the right to object)
- we have a legal obligation to delete your data
- you are a child whose information was previously processed online with your parent's consent.

You only have the right of erasure in limited circumstances; if we do not have to delete your information then we will let you know the reasons why.

Restriction – limit how the organisation uses your data

You can ask for the council to temporarily limit the use of your data if we are also considering:

- a challenge you have made to the accuracy of your data (see Rectification), or
- an objection you have made to the use of your data.

You may also ask us to limit the use of your data rather than delete it if:

- we have processed your data unlawfully but you do not want it deleted, or
- we no longer need your data but you want us to keep it in order to create, exercise or defend legal claims.

When processing is restricted the council is allowed to store the personal data, but not to process it further. The data the council holds on its systems should at least be marked as unavailable, but other measures will be considered such as a restriction of access by staff

Portability – moving your data to another organisation

The right to data portability allows you to obtain and reuse your personal data for your own purposes across different services. You can request only the data you have supplied to us (under either 'Consent' or 'Contract' lawful conditions only) to be provided in a 'structured, commonly used and machine readable format (such as CSV). You can request that this information is supplied directly to another data controller on your behalf.

The council will ensure the data is transmitted securely.

Objection – object to the use of your data

You have the right to object to the use of your data if it is processed for:

- legitimate interests or the performance of a task in the public interest
- direct marketing (including profiling)
- processing for purposes of scientific/historical research and statistics

You will need to set out the grounds for your objection and why the council should stop processing your data in this way.

The data will be restricted whilst the authority is considering the balance of their grounds for processing against yours.

Right to object to automated decision making

You have the right to object to any decision made by solely automated means. You can ask for human intervention on any decision, to express the council's point of view and to obtain an explanation of the council's decision. You also have the right to challenge the decision.

Where possible we will seek to comply with your request but we may be required to hold, retain or process information to comply with a legal obligation or as a public task.

Data Protection Request

Is this a request,

- About your own data?
- Made on behalf of someone else?

If this request is on behalf of someone else please explain the capacity you are acting in

- I am their representative

(Please provide written authority or proof that you are able to act on their behalf such as a power of attorney)

If the information relates to a child

- I am the parent/have parental responsibility for the child
- The child understands that I have asked for this information and has agreed that it can be given to me (if the child is aged 13 or over we will require written authorisation)

If you are requesting information on behalf of someone else, please give **YOUR** details below

Full Name Relationship to data subject

Address

Daytime Telephone Number Email Address (optional).....

Person that the information relates to

Name	
Date of Birth	
Address (No./Street)	
Telephone Number	
Email	
Previous address(es)	
Maiden or previous names that you have used in your dealings with the council	

Proof of Identity

Proof of address

- Bank Statement
- Utility Bill
- Other please state

Photographic proof of identification

- Passport
- Driving Licence
- Other please state

Before we can process this application we will need:

- Evidence of the identity of the person whose information the request relates to; original proof of identity and address is required to ensure that we only give information to the correct person. These should be provided in person or by first class (RD) post.
- Evidence of the Data Subject's authorisation if you are making the request on behalf of another
- sufficient information from you to locate the information you wish to exercise your rights over

Your request

- I would like to request a copy of the data the council holds about me

Please help us deal with your request quickly and efficiently by giving as much detail as possible about the information you want and the service(s) you have received (tick all that apply).

If you have any reference numbers or other identifying information, such as account numbers, please include them.

- Allotments
- Waste and Recycling, including fly tipping and litter picking
- Hiring of a Parish Council facility
- Dog control and dog warden, including complaints
- Cemetery and burials
- Planning
- Play areas and open spaces, including trees, hedges and grass cutting
- Correspondence for Swindon Borough Council, Ward Councillors or other outside agencies
- The Parish Council's financial obligations and requirements

Highways, roads and pavement matters, including complaints and speeding issues

Other. (Please supply details)

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I would like the council to delete my information

I have previously given my consent and want to withdraw this (please provide details about what you consented to, such as an event or programme, an e mail subscription etc)

The organisation no longer needs my data or is legally obliged to delete it (please provide evidence of this)

I consider that the council has not legal right to use my data (please provide evidence of this)

I would like the council to correct the information it holds about me

Please explain what information you think is wrong or incomplete

What should the council do to correct this?

Please provide evidence of the inaccuracy

I want to object to how the council is using my data

Please provide information about the data that is being used by the council and your grounds for objection.

Outcome: If the council upholds my objection I want them to

- delete the information
- retain the information but restrict its use to storage only (see restriction)

- If you would like the council to restrict the use of your data while it considers your objection or correction request then please tick this box

I want the council to limit the its use of my data

Please explain what data you wish the council to restrict and why

Do you want the council to store your data for legal reasons? Yes/No

If you have any questions about completing this form please contact the council on 01793 740744