

Stevenage Borough Council's Services - Privacy Notices (August 2018)

Constitutional Services

Council Service:	Constitutional Services
The reasons we use your information	<ul style="list-style-type: none"> • Inform Elected Members/MP's /Volunteers of Council Meetings • Advisory Boards • Notification to panel members about Council Meetings
Why we are allowed to use your information	<ul style="list-style-type: none"> • Performance of a Public task • Consent - consultations
Who we can share your information with	<ul style="list-style-type: none"> • Councillors and MP's • Panel Members
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Engineering

Council Service:	Engineering
The reasons we use your information	<ul style="list-style-type: none"> • Statutory requirements e.g. reporting to Government, public registers • Service delivery • Service improvement and planning • Regulatory, licensing and enforcement functions • Prevention and detection of crime • Financial transactions • Research including consultations • Communications
Why we are allowed to use your information	<p>Legal obligation or public task under various UK laws including but not limited to:</p> <ul style="list-style-type: none"> • Traffic Management Act 2004 • Taking Control of Goods (Fees) Regulations 2014 • Highways Act 1980 • Traffic Management Act 2004 • Road Traffic Regulations Act 1984 • The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 • Town Improvement Clauses Act 1847 • Local Government Act 2003 <p>Legitimate Interests: For processing applications for advisory road markings, parking permits and visitor vouchers</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Judicial Agencies e.g. Courts • Police • Government Departments • Consultees affected by proposed works • Other Local Authorities • Fire & Rescue Services

	<ul style="list-style-type: none"> • Elected Members • The General Public (via public registers) • Contractors/partners providing services on our behalf • Funding bodies • The Environment Agency
How long do we keep your information	Not applicable.
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Environmental Health

Council Service:	Environmental Health
The reasons we use your information	<ul style="list-style-type: none"> • Statutory requirements e.g. reporting to Government, public registers • Service delivery • Regulatory, licensing and enforcement functions • Protecting or improving public health • Prevention & detection of crime • Service improvement and planning
Why we are allowed to use your information	<p>Legal Obligation under various UK laws including but not limited to:</p> <p>Animal Health Act 1981 Animal Welfare Act 2006 Anti-Social Behaviour, Crime & Policing Act 2014 Building Act 1984 Clean Air Act 1993 Clean Neighbourhoods And Environment Act 2005 Control Of Pollution Act 1974 Dangerous Dogs Act 1991 Dogs Act 1871 Dogs Fouling Of Land Act 1996 Energy Efficiency (Private Rented Property) (England And Wales) Regulations 2015 Environment Act 1995 Environmental Protection Act 1990 European Communities Act 1972 Food Safety Act 1990 (As Amended): Food & Environmental Protection Act 1985 Health And Safety At Work Etc, Act 1974** Health Act 2006 Housing Act 1985 Housing Act 2004 Housing & Planning Act 2016 Housing Grants Construction And Regeneration Act 1996 Regulatory Reform Act 2001 Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 Local Government (Miscellaneous Provisions) Act 1976 Local Government (Miscellaneous Provisions) Act 1982 The Microchipping Of Dogs (England) Regulations 2015</p>

	<p>Noise Act 1996 Pollution, Prevention And Control Act 1999 Prevention Of Damage By Pests Act 1949 Public Health Act 1936 Public Health Act 1961 Public Health (Control Of Disease) Act 1984 Slaughter Of Poultry Act 1967 The Smoke & Carbon Monoxide Alarm (England) Regulations 2015 Water Industry Act 1991 Wildlife And Countryside Act 1981</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Judicial Agencies e.g. Courts • Police • Advisory & Support Services • Emergency Services • Health Agencies • Education Providers • Other Local Authorities • Immigration Service • Government Departments e.g. HMRC, DWP, DCLG • Safeguarding Boards • Contractors providing housing services (e.g. plumbing, electricians, gas operatives etc.) and IT services • Elected Members & MPs (as your representative) • Funding Bodies • Valuers • Solicitors • Individual / 3rd Party Lenders if you apply for a loan with us
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Environmental Services

Council Service:	Environmental Services
The reasons we use your information	<ul style="list-style-type: none"> • Service delivery • Garage applications • Maintaining a garage tenancy • Financial transactions • Service improvement and planning • Communications • To provide information to support freedom of information & data protection requests • Regulatory, licensing and enforcement functions • Assess the quality of our services • Insurance claims for vehicles & personnel • Query handling • Leaseholders service charges • Procurement • Provision of discretionary services

Why we are allowed to use your information	<p>Legal obligation or performance of a public task under various UK laws including, but not limited to:</p> <p>Local Government Act 2003 Clean Neighbourhoods & Environment Act 2005 Environmental Protection Act 1990 Health & Safety at Work Act 1974 Commons Act 2006 Road Traffic Act 1988 Housing Act 1985 Housing Act 1988 Local Authorities Cemeteries Order 1977 Births and Deaths Registration Act 1953 Local Government Act 1972 Burial Act 1853 Registration of Burials and Deaths Regulations 1987 Funeral Directors, Memorial Masons & Environmental Health</p> <p>Legitimate Interests - Transfer Station, Skip Hire, Parks Bookings, Junk, Bulky & Assessed Waste Collections</p>
Who we can share your information with	<ul style="list-style-type: none"> • Contractors providing housing s & garage services • Elected Members and MP's (as your representative) • Stevenage Borough Council Environmental Voluntary Groups • Hertfordshire County Council
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Garages Management Services

Council Service	Garages Management Services
The reason we use your information	<ul style="list-style-type: none"> • Service Delivery • Garage applications • Maintaining a garage tenancy • Financial transactions • Service Improvement and Planning • Debt Recovery
Why we are allowed to use your information	<p>Legal Obligation under various UK laws including but not limited to:</p> <p>Local Authorities (Land) Act 1963</p> <ul style="list-style-type: none"> • Contractual Obligation – Garages tenancies • Consent - Garage invoicing details

Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Approved contractors providing garage services (e.g. electricians, builders, etc.)
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not Applicable
When your information gets sent to other countries	Not Applicable

Housing – Tenancy Services

Council Service:	Housing – Tenancy Services
The reasons we use your information	<ul style="list-style-type: none"> • Process your tenancy application • Assist with benefit and social security claims • Report safeguarding issues
Why we are allowed to use your information	<p>Legal Obligation under various UK laws including but not limited to:</p> <p style="padding-left: 40px;">Localism Act 2011 Social Security Administration Act 1992 Prevention of Social Housing Fraud Act 2013</p> <p>Contractual Obligation - for processing tenancy applications</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Judicial Agencies e.g. Courts • Police • Advisory & Support Services • Emergency Services • Health Agencies • Education Providers • Other Local Authorities • Immigration Service • Government Departments e.g. HMRC, DWP, DCLG • Safeguarding Boards • Contractors providing housing services (e.g. plumbing, electricians, gas operatives etc.) and IT services • Elected Members & MPs (as your representative) • Funding Bodies • Valuers • Solicitors • Individual / 3rd Party Lenders if you apply for a loan with us
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Only in exceptional circumstances - Investigations regarding recovery of outstanding tenancy debt under the Prevention of Social Housing Fraud Act 2013

Housing- Home Ownership

Council Service:	Housing – Home Ownership
The reasons we use your information	<ul style="list-style-type: none"> • To process lease tenancy agreements • To process Right to Buy Applications • To ensure service delivery, improvements and planning. • To administer financial accounts • To detect and prevent fraud and crime • To carry out research including consultations.
Why we are allowed to use your information	<p>Legal obligation or performance of a public task under various UK laws including but not limited to:</p> <p style="padding-left: 40px;">The Housing Acts 1988, 1996, 2002, 2004 The Homelessness Reduction Act 2017 The Landlord and Tenant Act 1987 Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014 Housing and Planning Act 2016 The Localism Act 2011 The Commonhold and Leasehold Reform Act 2002</p> <p>Consent – Consultations</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Judicial Agencies e.g. Courts • Police • Health Agencies • Education Providers • Other Local Authorities • Immigration Service • Government Departments e.g. HMRC, DWP, DCLG • Safeguarding Boards • Contractors providing housing services (e.g. plumbing, electricians, gas operatives etc.) and IT services • Elected Members & MPs (as your representative) • Funding Bodies • Valuers • Solicitors • Individual / 3rd Party Lenders if you apply for a loan with us
How long do we keep your information	In accordance with the Council’s retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Legal Services

Council Service:	Legal Services
The reasons we use your information	<ul style="list-style-type: none"> • To answer Freedom of Information & Data Protection requests and complaints. • To monitor Regulation of Investigatory Powers (RIPA) authorisations. • To manage legal cases
Why we are allowed to use your information	<p>Legal obligation under various UK laws including but not limited to:</p> <p>The Freedom of Information Act 2000 The Data Protection Act 2018 The Regulation of Investigatory Powers Act 2000</p> <p>The following areas of law / common law:</p> <p>Employment Litigation Commercial Property Planning Environmental Local Government Judicial Review</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • National Regulators e.g. Information Commissioner's Office, Investigatory Powers Commissioner. • The Courts, judges, Crown Prosecution Service • Legal representatives of other parties • Expert witnesses • The Police and other crime enforcement agencies. • Other public authorities e.g. schools, NHS, councils, government departments (HMRC, DWP, Immigration etc.). • Land Registry • Debt collectors • Union representatives (with consent). • Elected Members & MPs (as your representative) • Contractors providing IT services
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Licensing

Council Service:	Licensing
The reasons we use your information	<ul style="list-style-type: none"> • Statutory requirements e.g. reporting to Government, public registers • Service delivery • Regulatory, licensing and enforcement functions • Protecting or improving public health • Prevention & detection of crime • Service improvement and planning
Why we are allowed to use your information	<p>Legal Obligation or performance of a public task under various UK laws including but not limited to:</p> <p>Animal Boarding Establishment Act 1963 Breeding Of Dogs Act 1973 Caravan Sites Control Of Development Act 1960 Dangerous Wild Animals Act 1976 Gambling Act 2005 Gaming Act 1968 As Amended By Licensing Act 2003 Guard Dogs Act 1975 Hypnotism Act 1952 Licensing Act 2003 Local Government (Miscellaneous Provisions) Act 1976 Local Government (Miscellaneous Provisions) Act 1982 The Lotteries And Amusements Act 1976 Performing Animals Regulation) Act 1925 Pet Animals Act 1951 Riding Establishments Acts 1964 And 1970 Scrap Metal Dealers Act 2013 Slaughterhouse Act 1974 Sunday Trading Act 1994 Town Police Clauses Act 1847 Town Police Clauses Act 1889 Zoo Licensing Act 1981</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Police • Health Agencies • Government Departments e.g. HMRC • Other sections of the Council e.g. Housing, Anti-social behaviour • Elected members & MP (as your representative) • The general public (through public registers) • Contractors providing pest control & dog control services
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Planning & Planning Policy

Council Service:	Planning and Planning Policy
The reasons we use your information	<ul style="list-style-type: none"> • Statutory requirements e.g. reporting to Government, public registers • Service delivery • Service improvement and planning • Regulatory, licensing and enforcement functions • Prevention and detection of crime • Financial transactions • Research including consultations • Communications and marketing
Why we are allowed to use your information	<p>Legal obligation or performance of a public task under various UK laws including but not limited to:</p> <p>The Town and Country Planning Act 1990 The Planning Act 2008 The Planning & Compulsory Purchase Act 2004 The Housing & Planning Act 2016 The Planning (Listed Buildings & Conservation Areas) Act 1990 The Localism Act 2011 The Environment Act 1995 The Environmental Protection Act 1990 The Wildlife and Countryside Act 1981 The Countryside and Rights of Way Act 2000 The Self-build and Custom Housebuilding Act 2015</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Judicial Agencies e.g. Courts • Police • Government Departments • Statutory Consultees for Planning Applications • Other Local Authorities • Resilience Forum • Fire & Rescue Services • Elected Members • The General Public (via public registers) • Contractors/partners providing services on our behalf • Funding bodies • The Environment Agency • LLEP
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Housing - Tenancy Support

Council Service:	Tenancy Support
The reasons we use your information	<ul style="list-style-type: none"> • Statutory requirement e.g. reporting to Government • Service delivery • To ensure service delivery, improvements and planning. • To administer financial accounts • To detect and prevent fraud. • To carry out research including consultations.
Why we are allowed to use your information	<p>Legal obligation or public task under various UK laws including but not limited to:</p> <p>The Housing Acts, 1985 1988, 1996, 2002, 2004 (as amended by the Homeless Act) Homeless Reduction Act 2017 The Landlord and Tenant Act 1987 The Protection from Eviction Act 1997 Care Act 2014 Childrens Act 1989 and Working together to Safeguard Children 2015 Mental Health Act 2017 Crime and Disorder Act 2014</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Judicial Agencies e.g. Courts • Police • Health Agencies • Education Providers • Other Local Authorities • Immigration Service • Government Departments e.g. HMRC, DWP, DCLG • Safeguarding Boards • Contractors providing housing services (e.g. plumbing, electricians, gas operatives etc.) and IT services • Elected Members & MPs (as your representative) • Funding Bodies • Solicitors
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Housing- Lettings

Council Service:	Lettings
The reasons we use your information	<ul style="list-style-type: none"> • To process housing register applications • To process medical assessments • To ensure service delivery, improvements and planning. • To administer financial accounts • To detect and prevent fraud and crime

Why we are allowed to use your information	<p>Legal obligation or performance of a public task under various UK laws including but not limited to:</p> <p>The Housing Acts 1988, 1996, 2002, 2004 The Homelessness Reduction Act 2017 The Landlord and Tenant Act 1987 The Localism Act 2011 The Commonhold and Leasehold Reform Act 2002 Statutory guidance on social housing allocations for local authorities in England June 2012</p> <p>Consent – Consultations</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Medical Assessment Partners • Property Decorators (decoration allowances)
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Housing- Supported Housing

Council Service:	Supported Housing
The reasons we use your information	<ul style="list-style-type: none"> • Statutory requirement e.g. reporting to Government • Service delivery • To ensure service delivery, improvements and planning. • To administer financial accounts • To detect and prevent fraud. • To carry out research including consultations.
Why we are allowed to use your information	<p>Legal obligation or performance of a public task under various UK laws including but not limited to:</p> <p>The Housing Acts, 1985 1988, 1996, 2002, 2004 (as amended by the Homeless Act) Homeless Reduction Act 2017 The Landlord and Tenant Act 1987 The Protection from Eviction Act 1997 Care Act 2014 Childrens Act 1989 and Working together to Safeguard Children 2015 Mental Health Act 2017 Crime and Disorder Act 2014</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Judicial Agencies e.g. Courts • Police • Health Agencies • Education Providers • Other Local Authorities • Immigration Service • Government Departments e.g. HMRC, DWP, DCLG • Safeguarding Boards

	<ul style="list-style-type: none"> • Contractors providing housing services (e.g. plumbing, electricians, gas operatives etc.) and IT services • Elected Members & MPs (as your representative) • Funding Bodies • Solicitors
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your data gets sent to other countries	Not applicable.

Housing- Housing Advice & Homelessness

Council Service:	Housing Advice & Homelessness
The reasons we use your information	<ul style="list-style-type: none"> • Statutory requirement e.g. reporting to Government • Service delivery • To provide housing advice • To assess and assist housing needs • To detect and prevent fraud.
Why we are allowed to use your information	Legal obligation or performance of a public task under various UK laws including but not limited to: Homelessness Act 2003 Housing Act 1996 The National Assistance Act 1948
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Police • Health Agencies • Education Providers • Other Local Authorities • Government Departments e.g. HMRC, DWP, DCLG • Safeguarding Boards • Elected Members & MPs (as your representative) • Funding Bodies • Solicitors • Social Services • Probation Service • Housing Providers • Employers
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Customer Focus

Council Service:	Customer Focus (Complaints Handling)
The reasons we use your information	<ul style="list-style-type: none"> • Service delivery • Service improvement and planning • General complaint handling
Why we are allowed to use your information	<p>Legal obligation under various UK laws, including but not limited to:</p> <p>The Freedom of Information Act 2000 Data Protection Act 2018 Health and Social Care (Community Health and Standards) Act 2003 Childrens Act 1989 Local Authority Social Services and National Health Service Complaints (England) Regulations 2009 Immigration Act 2016</p> <p>Consent – General queries & complaints</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Local Government & Social Care Ombudsman • Housing Ombudsman • Elected Members & MP (as your representative)
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable
When your information gets sent to other countries	Not applicable

Customer Service Centre

Council Service:	Customer Service Centre
The reasons we use your information	<ul style="list-style-type: none"> • Service delivery – including processing of payments • Service improvement and development • Analysis of satisfaction information • Handling of applications for Housing and Housing Benefits • Facilitate access to services
Why we are allowed to use your information	<p>Legal Obligation or Performance of a public task for queries relating to a specific council service</p> <p>Consent – for initial handling of queries</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Other Local Authorities • Police • Hertfordshire County Council (Adult Care & Children's Services) • Elected Members
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your data gets sent to other countries	Not applicable.

Housing -Investment

Council Services:	Housing - Investment
The reason we use your information	<ul style="list-style-type: none"> • Process Aids and Adaption referrals • Process requests for works • Provide information regarding improvement works to your home • Inform Contractors / suppliers and consultants during procurement and delivery of building works on site • Safeguarding • Satisfaction surveys • Service delivery, improvements and planning • Complaint Handling • Carrying out inspections and tests • Research and consultations
Why we are allowed to use your information	<p>Legal obligation under various UK laws, including but not limited to:</p> <ul style="list-style-type: none"> • Chronically Sick and Disabled Persons Act 1970 • Environmental Protection Act 1990
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Occupational health • Safeguarding • Approved Contractors carrying out reactive & programmed works on the Council's behalf • Consultants carrying out work and services on the Council's behalf • Elected Members and MP's • Fire and Rescue Services • Emergency Services. • Solicitors •
Who we can receive your information from	<ul style="list-style-type: none"> • Internal Council Services • Councillors • Occupational Health • Hertfordshire County Council Adult Care Services • Hospitals • Hertfordshire County Council Adult Disability & Learning Teams • NHS Children Services
How long to we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable
When your information gets sent to other countries	Not applicable

Estate Services (incl. Housing Development)

Council Service:	Estate Services
The reasons we use your information	<ul style="list-style-type: none"> • Service Delivery • Granting, Management & Renewal of New Commercial Leases • Land and Buildings Sales to Purchasers • Financial Transactions • Debt Recovery
Why we are allowed to use your information	<p>Legal obligation or public task under various UK laws including but not limited to:</p> <p>Localism Act 2011.</p> <p>Contractual Obligation for: Commercial Tenancies, Licences & other Land and Building Agreements</p> <p>Consent - Consultations</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services – Legal & Finance • Solicitors • Property Managing Agents • Credit Reference Agencies
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable

Community Safety Team

Council Service:	Community Safety Team
The reasons we use your information	<ul style="list-style-type: none"> • Statutory requirements e.g. reporting to Government, safeguarding adults & children • Service delivery • Service improvement and planning • Regulatory and enforcement functions • Prevention and detection of crime • Financial transactions • Research inc. consultations
Why we are allowed to use your information	<p>Legal obligation or public task under various UK laws including, but not limited to:</p> <p>The Anti-social Behaviour Act 2003 The Anti-social Behaviour, Crime & Policing Act 2014 The Environmental Protection Act 1990 The Localism Act 2011 The Terrorism Act 2000 Children Act 1989 & 2004 Care Act 2014 Serious Crime Act 2015 Working Together to Safeguard Children 2015</p>

	(statutory guidance) Care Act – Care and Support Statutory Guidance 2015
Who we can share your information with	<ul style="list-style-type: none"> • Judicial Agencies e.g. courts, prisons • Police • Probation Service • Children’s Services • Adult Care Services
How long do we keep your information	In accordance with the Council’s retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable

Finance

Council Service:	Finance
The reasons we use your information	<ul style="list-style-type: none"> • Statutory requirements e.g. reporting to Government • Collection of council tax and rates • Service delivery • Service improvement and planning • Regulatory, licensing and enforcement functions • Prevention and detection of crime inc. fraud • Ordering of goods and services • Payment for goods and services • Payment of salaries, allowances and expenses • Collection of charges made for services provided • Collection of overpaid housing benefit or debt • Insurance claims • Financial transactions • Payroll transactions • Collection of debt • Research inc. consultations • Traded services
Why we are allowed to use your information	<p>Legal obligation or public task under various UK laws including but not limited to:</p> <p style="padding-left: 40px;">The Local Government Finance Act 1988 (rates) The Local Government Finance Act 1992 (council tax) The Localism Act 2011 Local Audit and Accountability Act 2014</p> <p>Contract - Traded Services Consent – Consultations</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Judicial Agencies e.g. Courts • Police • Banks • Other Local Authorities • Immigration Service • Government Departments e.g. HMRC, DWP • Investigation companies and bailiffs

	<ul style="list-style-type: none"> • Elected Members & MPs (as your representative) • Contractors providing IT services • Funding Bodies • Auditors
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Regeneration

Council Service:	Regeneration
The reasons we use your information	<ul style="list-style-type: none"> • Research inc. Consultations • Service delivery • Service improvement and planning
Why we are allowed to use your information	<p>Legal obligation or public task under various UK laws including but not limited to:</p> <p>Localism Act 2011</p> <p>Consent- Consultations</p>
Who we can share your information with	Government Departments e.g. HMRC, DWP
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Stevenage Direct Services

Council Service:	Stevenage Direct Services
The reasons we use your information	<ul style="list-style-type: none"> • Service delivery • Garage applications • Maintaining a garage tenancy • Financial transactions • Service improvement and planning • Communications • Regulatory, licensing and enforcement functions • Assess the quality of our services • Insurance claims (Vehicles & Personnel) • Responding to requests & enquiries from the public • Leaseholders Service Charges • Procurement • Provision of discretionary services
Why we are allowed to use your information	<p>Legal obligation or performance of a public task under various UK laws including, but not limited to:</p> <p>Local Government Act 2003</p> <p>Clean Neighbourhoods & Environment Act 2005</p> <p>Environmental Protection Act 1990</p>

	<p>Health & Safety at Work Act 1974 Commons Act 2006 Road Traffic Act 1988 Housing Act 1985 Housing Act 1988 Local Authorities Cemeteries Order 1977 Births and Deaths Registration Act 1953 Local Government Act 1972 Burial Act 1853 Registration of Burials and Deaths Regulations 1987</p>
Who we can share your information with	<ul style="list-style-type: none"> • Internal Council Services • Contractors providing housing & garage services • Elected Members and MP's (as your representative) • Voluntary Groups • Other Local Authorities
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Electoral Services

Council Service:	Electoral Services
The reasons we use your information	<ul style="list-style-type: none"> • To maintain the electoral register. The electoral register is a public document which can be viewed by appointment only under strict control. • To administer elections and referenda • To employ casual staff to assist in the administration of electoral registration and elections/referenda
Why we are allowed to use your information	<p>The Electoral Registration Officer and Returning Officer are legally required to process your personal data in relation to preparing for and conducting Elections.</p> <p>The legal obligation or public tasks under various UK laws including but not limited to:</p> <p style="text-align: center;"> Local Government Act 1972 Representation of the Peoples Act 1983 Representation of the People Regulations 2001 Electoral Administration Act 2006 Electoral Registration and Administration Act 2013 </p>
Who we can share your information with	<ul style="list-style-type: none"> • Registered political parties, elected representatives, candidates, election agents and other permitted participants for electoral purposes only • Credit reference agencies, The British Library, UK Statistics Authority, the Electoral Commission and other statutory recipients of the Electoral Register • Details of whether you have voted (but not how you have

	<p>voted) to those entitled by law to receive it after an election</p> <ul style="list-style-type: none"> • Contracted electoral management software providers (maintenance of registration and election databases) • Contracted printers (printing of poll cards, postal voting packs and other election material) • National Fraud Initiative for Crime prevention or the detection of fraud <p>To verify your identity, the data you provide will be processed by the Individual Electoral Registration Digital Service managed by Cabinet Office. As part of this process your data will be shared with the Department for Work and Pensions and the Cabinet Office suppliers that are data processors for the Individual Electoral Registration Digital Service.</p> <p>You can find more information about this here https://www.registertovote.service.gov.uk/register-to-vote/privacy.</p> <p>If your details are in the Open version of the Electoral Register, your name and address can be sold to third parties who may use it for any purpose. You can opt -out of this version at any time.</p>
How long do we keep your information	In accordance with statutory retention periods.
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Only for Overseas Electors; to send postal voting packs and other electoral materials/communications.

Human Resources

Council Service:	Human Resources
The reasons we use your data	<ul style="list-style-type: none"> • Employment of staff • Performing employment relationship • Statutory requirements e.g. reporting to Government and statutory returns • Service delivery • Service improvement and planning • Regulatory, licensing and enforcement functions • Prevention and detection of crime • Financial transactions • Research • Traded services • Equal Opportunities Monitoring
Why we are allowed to use your data	<p>Legal obligation or public task under various UK laws including but not limited to:</p> <ul style="list-style-type: none"> • The Employment Rights Act 1996 • The Equal Pay Act of 1970 • The National Minimum Wage Act, 1998 • The Working Time Directive, 1999

	<ul style="list-style-type: none"> • The Employment Relations Act, 1999 • Health and Safety at Work, etc. Act 1974 • The Equality Act 2010 • The Public Sector Equality Duty - Equality Act 2010 • The Localism Act 2011 • The Agency Worker Regulations 2011 • The Fixed Term Worker Regulations 2001 <p>Legitimate Interest- Research, Service Improvement & Planning</p>
Who we can share your data with	<ul style="list-style-type: none"> • Judicial Agencies e.g. Courts • Police • Childrens Social Care • Adults Social Care • Probation Service • Health Agencies inc. occupational health providers • Education Providers • Government Departments e.g. DWP, HRMC, Education, S4c • Immigration Services • Disclosure & Barring Service • Regulatory Bodies • Pension Providers • Trade Unions • Elected Members & MPs (as your representative) • Commissioned partners e.g. staff benefit scheme • Other businesses / organisation (references, market pay organisations) • Employment Agencies • Contractors providing IT services
How long do we keep your information	In accordance with the Council's data retention policy
When computers make any decisions about you	Not applicable.
When your data gets sent to other countries	Not applicable.

Toddler Group Grant Aid & Local Community Budgets

Council Service: Toddler Group Grant Aid & Local Community Budgets	
The reasons we use your information	<ul style="list-style-type: none"> • Service delivery • Service improvement and planning • Financial transactions • Monitor equalities issues
Why we are allowed to use your information	<p>Legal obligation under various UK laws, including but not limited to:</p> <ul style="list-style-type: none"> • The Freedom of Information Act 2000 • The Localism Act 2011 • Equality Act 2010 • Data Protection Act 2018
Who we can share your	

information with	<ul style="list-style-type: none"> • Elected Members & MP's (as your representative) • Other internal council services(i.e. accountants/finance)
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable
When your information gets sent to other countries	Not applicable

Local Land Charges

Council Service:	Local Land Charges
The reasons we use your information	<p>To complete and return to the appropriate person searches submitted to the Local Land Charges Department. The information is stored on the Local Land Charges system and held indefinitely.</p> <ul style="list-style-type: none"> • Service delivery - Delivery of a Local Authority Search • Financial transactions • Communications - contact by post, email or telephone.
Why we are allowed to use your information	<p>The legal obligation or public tasks under various UK laws including but not limited to:</p> <p style="text-align: center;">Local Land Charges Act 175 The Local Land Charges Rules 1977</p>
Who we can share your information with	<p>To ensure that Land Charges provides you with an efficient and effective service we will sometimes need to share your information between teams within the council as well as with our partner organisations.</p> <p>We may disclose your information to others, but only where this is necessary, either to comply with our legal obligations or as permitted by Data Protection legislation.</p>
How long do we keep your information	In accordance with statutory retention periods.
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.

Member Services

Council Service:	Member Services
The reasons we use your information	<ul style="list-style-type: none"> • Inform Elected Members/MPs/Volunteers and Members of the Public about civic events and meetings.
Why we are allowed to use your information	Performing a public task & legal obligation Data Protection Act 2018
Who we can share your information with	<ul style="list-style-type: none"> • Councillors and MPs • Stevenage Borough Council's Leisure Services Team
How long do we keep your information	In accordance with the Council's retention policy
When computers make any decisions about you	Not applicable.
When your information gets sent to other countries	Not applicable.