



You can find out more about us at [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

**Data Controller Name:** Causeway Coast and Glens Borough Council  
**Address:** 66 Portstewart Road, Coleraine,  
**Telephone:** 028 7034 7034  
**E-mail:** [info@causewaycoastandglens.gov.uk](mailto:info@causewaycoastandglens.gov.uk)

## PRIVACY NOTICE

This privacy notice is to let you know how **The Infrastructure Section** of Causeway Coast and Glens Borough Council will look after your personal information.

### Our Standards:

The processing of personal data is governed by the Data Protection Act 2018 (DPA) and other relevant legislation. When we ask you for personal information, we will ensure that:

- you know why we need it.
- we only ask for what we need and do not collect too much or irrelevant information.
- we protect your information and make sure nobody has access to it who should not have.
- we only share it with other organisations when it is lawful to do so.
- we do not keep it any longer than is necessary.
- it is not made available for commercial use without your permission.

### Why Are You Processing My Personal Information?

**The Infrastructure Section** is collecting and processing your personal information because:

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller. The need to verify participants in the auction to protect the integrity of the process, in addition, processing is necessary as part of a contract (licensing agreement) and invoicing related to the bidding process (See GDPR Article 6(1)(e)).

Processing of Special Categories of data is necessary to ensure reasonable adjustments are appropriate for the Auction. This processing will only take place following receipt of your explicit consent in accordance with Article 9 of the GDPR.

This is an Auction of the rights to trade for a certain period at various Council locations. The initial provision of information will support the bidding process. However successful bidder(s) information will be used to facilitate a contract process with Causeway Coast and Glens Borough Council.

Your personal information (name and proof of address) will be held securely on our computer system and used to ensure the integrity of the auction process. This is to ensure bidders identity is correct. The personal information relating to bidders will be held until after the auction and challenge period (up to 3 years). During the licence period your personal information will be solely used for licensing purposes. Information in relation to your disability needs will be retained only for auction purposes and destroyed the day after the auction.

How we will use your personal information:

The information you provide will solely be used for the auction, processing, and administration of the licensing agreement. Your name will be provided to the Auctioneer for the benefit of the Auction process. The other data that you provide will not be shared with any third parties outside of the Council.

The processing of data from the information you provide is to enable us to carry out a public task in line with the needs of our constituents, namely an auction, (open to the public who have completed the application form and provided proof of address), for the rights to trade at various concessionary trading locations for a fixed period. Participation in this process is voluntary, and you are free to decide not to take part if you do not want to.

We will use personal information provided for the following reasons:

- to support the auction process
- the licensing agreement.
- invoicing purposes.
- To ensure accessibility for all participants.

Personal data will also be used for accessibility purposes for those with a disability.

Are there any risks to participating?

There are no risks to participating.

Are there any costs associated with participating?

There are no costs associated with participating unless you are the successful bidder.

Will you have to provide contact details?

Yes, this is an essential requirement to prove identify, support the bidding process, administration, and licensing purposes.

However, your contact details will not be disclosed, however we will share your name and email address with the auctioneer.

### What Type of Personal Information Are You Processing?

The information we will be collecting and processing as part of this process is set out below:

- Names
- Contact details.
- Email
- Telephone number
- Proof of address documentation

Special Category data:

- Disability data (if applicable).

Individual's names, telephone and email addresses will be destroyed following the challenge period. The successful bidder will be contacted by Council by email in relation to signing the licence agreement. Further queries may be done via telephone to expedite the process.

Your personal information (name, contact details) will be held securely on our computer system and used for licensing purposes only for the duration of the agreement and a further month to support deletion from our computer system and administration records.

### Where Do You Get My Personal Information From?

Your personal information will be sourced from:

- information provided by the individual as part of the auction process.
- information provided by the individual as part of the administrative process (application form)
- information provided on the licensing agreement.

### Do You Share My Personal Information with Anyone Else?

Your information will be held by **The Infrastructure Section** of Causeway Coast and Glens Borough Council

We may share your information between internal Council Departments and the auctioneer to support the auction process and internal administration.

We will not disclose any of your personal information to any other organisation unless required to do so by law.

### Do You Transfer My Personal Information To Other Countries?

No

### How Long Do You Keep My Personal Information?

We will only retain your personal information for as long as necessary to facilitate the licensing agreement and support the destruction of records. The information will include individualised data.

All information stored is subject to and is kept in line with the Council's Retention and Disposal Schedule

<https://www.causewaycoastandglens.gov.uk/council/access-to-information>).

We may also keep it for longer to meet other legislative requirements, or to answer requests for information from ongoing or impending statutory inquiries.

### What Rights Do I Have?

- You have the right to be informed that your information is being processed
- You have the right to obtain access to your personal information.
- You can have your personal information rectified if it is inaccurate or incomplete
- You can ask for your personal information to be erased (where there is no compelling reason for its continued processing)
- You have the right to restrict processing in certain circumstances.
- You have the right to object to the processing of personal information.

**For further information on your rights, please contact the Council's Data Protection Officer:**

Data Protection Officer: Andrea Hegarty

Telephone: Ext 4236

Email: [dpo@causewaycoastandglens.gov.uk](mailto:dpo@causewaycoastandglens.gov.uk)

### What We Ask of You

- Please make sure that any information you give us is as accurate and as complete as possible.
- Do not include personal information about another person (including your family members) unless you have told the individual concerned and they agree to it being supplied to us.
- Tell us as soon as possible if any of the personal information you have provided changes.

## How Do I Complain If I am Not Happy?

If you are unhappy with any aspect of how your personal information is being processed, please contact the Council's Data Protection Officer:

Data Protection Officer: Andrea Hegarty

Telephone: CC&GBC Offices – 028 7772 2226

Email: [dpo@causewaycoastandglens.gov.uk](mailto:dpo@causewaycoastandglens.gov.uk)

Your complaint will be dealt with using the Council's complaints process - further details on this can be found at

<https://www.causewaycoastandglens.gov.uk/council/comment-compliments-and-complaints>

If you are still not happy, you have the right to complain to the Information Commissioner's Office (ICO) – contact details are given below:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

<https://ico.org.uk/global/contact-us/>

## Information Security

Any information carried over the Internet is not secure; information can be intercepted, lost, redirected, changed, and read by other people. Any transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to mitigate unauthorised access and protect your personal data against unlawful processing, accidental loss, destruction, and damage. We will retain your information in accordance with our Retention and Disposal Schedule.

We have implemented security policies, controls, and technical measures to protect the personal data that we have under our control from:

- unauthorised access
- improper use or disclosure
- unauthorised modification
- unlawful destruction or accidental loss

All our employees, processors and sub processors who have access to and are associated with the processing of personal information, are obliged to ensure compliance with the Data Protection Act.

### Further Information

For further information on how your personal information is used, how we maintain the security of your information and your rights to access information that we hold on you, please contact us using our secure online contact form (insert hyperlink to <https://www.causewaycoastandglens.gov.uk/contact-us>).

Or you can call us on 028 7034 7034 or e-mail [info@causewaycoastandglens.gov.uk](mailto:info@causewaycoastandglens.gov.uk)