



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 Finance Department 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 (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 don't collect too much or irrelevant information
- we protect your information and make sure nobody has access to it who shouldn't have
- we only share it with other organisations when it is lawful to do so
- we don't 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?

Finance is collecting and processing your personal information because;

1. Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
2. Processing is necessary for compliance with a legal obligation to which we are subject

We will use your personal information to

- contact you by post, email or telephone
- update your records

- prevent and detect fraud and corruption in the use of public money
- To process financial transactions including grants, payments and benefits involving the council, or where we are acting on behalf of other government bodies, e.g. Department for Work and Pensions
- To collect monies owed to us
- To allow the statistical analysis of data so we can plan the provision of services.

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

We will be collecting and processing the following types of personal information:

- Personal Information
  - first name
  - family name or surname
  - address
  - telephone numbers
  - date of birth
  - age
  - health data
  - qualifications
  - training records
  - financial information
- Special Category data
  - sickness data
  - trade union membership

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

Your information will be collected by one or more of the ways detailed below:

- information provided by the individual as part of an application process
- information provided by the individual as part of a contract for goods and/or services
- information provided while using the website
- information provided from using our services
- information collected from you as part of an online registration process
- details of transactions you carry out through our site
- any publicly accessible sources
- from other organisations/agencies

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

Your information will be held by the Finance Department of Causeway Coast and Glens Borough Council

We may share your information with internal Council departments for the purposes of processing payments or statistical analysis.

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

## How Long Do You Keep My Personal Information?

All information stored is subject to and is kept in line with the Council's Retention and Disposal Schedule (insert hyperlink to <https://www.causewaycoastandglens.gov.uk/council/access-to-information>).

We may also keep it for longer in order 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: Elizabeth Beattie

Telephone: 028 77722226

Email: [Elizabeth.beattie@causewaycoastandglens.gov.uk](mailto:Elizabeth.beattie@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.
- Don't 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'm 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: Elizabeth Beattie  
Telephone: 028 77722226  
Email: Elizabeth.beattie@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

<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)