



## Lichfield City Council

### Privacy Information for the Public

Lichfield City Council ('the Council') will process your personal data in accordance with the Data Protection Act 1998 and (when in force) the General Data Protection Regulation (GDPR) 2018.

The City Council is required to provide certain information regarding how your personal data is processed:

#### Data Controller

The Council is a data controller, our address is City Council offices, Donegal House, Bore St, Lichfield WS13 6LU, telephone 01542 250011 email [enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk). The City Council's specified Data Protection Officer can also be contacted via these details.

#### Why we process your information

To fulfil statutory duties and deliver public services

#### What entitles us to process your information

Processing is necessary for the performance of a task (for example the booking of the Guildhall for a function or the processing of a Planning application) that is carried out in the public interest and/or in the exercise of authority vested in the Council

#### Who might see your personal data (recipients)

We may share your information with officers of the Council employed in other service areas (for example the name of a hirer will be given to guildhall Premises Attendants prior to an event). Data is rarely shared with third party organisations, but for example if you hire the Guildhall bar, your information will be shared with Lichfield Arts who manage the bar. In the case of Planning applications or other documentation that is publicly available by statute, the public may also view the data.

#### How long do we store your data for

The council will receive and store your data for a particular purpose. When the Council no longer needs your data for these purposes it will either be destroyed or deleted. This could be a matter of minutes in the case of a simple online enquiry, or several months if (for example) you were to book the Guildhall well in advance of an event.

## **Your rights**

You have several rights regarding the data that is held about you:

- Access        You have a right to know if we are processing your data. If we are processing your data you have further rights such as to be provided with a copy of it
- Rectification    If we are holding inaccurate information you can ask us to correct it
- Erasure        in certain circumstances you can ask us to destroy or delete information
- Restriction    in certain circumstances you can ask us to put a hold on the processing of your information
- Objection      you can ask us to stop processing your personal data

## **CCTV**

We have installed CCTV systems in some of our premises used by members of the public, for the purposes of public and staff safety and crime prevention and detection. CCTV is also installed on the outside of some of our buildings for the purposes of monitoring building security and crime prevention and detection.

In all locations, signs are displayed notifying you that CCTV is in operation

Images captured by CCTV will not be kept for longer than necessary. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated. You have the right to see CCTV images of yourself and be provided with a copy of the images.

## **Complaints**

If you have any concerns about how your data is processed please speak to us in the first instance. Notwithstanding this you have the right to complain to the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113 or <https://ico.org.uk>

---