



## BMBC PRIVACY NOTICE

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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when BMBC collects your personal information. This notice applies to information BMBC collect in relation to Safer Neighbourhood Service Operations.**

### **Stage one: Who are we?**

The Safer Neighbourhood Service is a Prevention, Intervention, Engagement and Enforcement service aimed at developing and supporting Safer Neighbourhoods within Barnsley.

### **Stage two: What type of personal information we will collect from you**

- Personal Information such as name, address, telephone numbers.
- Information relating to your personal circumstances such as names, addresses and family status.
- Housing tenure and property condition including information about any tenancy agreements that may or may not be held.
- Enforcement activity taken place such as any notices issued or any Fixed Penalties that may have been issued by the Authority or one of its contractors.

The above list may change dependant on the requirements of the service; however, any changes will only be based on the requirement to capture the relevant information to inform decision making.

We will not collect any information from you that we do not need to provide and oversee services to you.

## **Stage three: Why do we need your personal information**

We will use your personal information to:

- enable us to carry out specific functions for which we are responsible such as the provision of any support packages, enforcement activity or statutory improvement works.
- assess performance in relation to area concerns and to set delivery goals
- assess vulnerabilities of individuals both within their personal status and/or through being victims of low level anti-social behaviour.
- support the development of local communities and build safe places to live, work and visit by utilising personal information relating to wellbeing based on the personal circumstances of others.

## **Stage four: How we will collect your personal information**

We will collect your information from existing data sources that may be captured within council systems. However, there may be times the Safer Neighbourhood Service will liaise with partner agencies such as South Yorkshire Police under specific data sharing agreements and/or in relation to the prevention and detection of crime.

## **Stage five: Our Legal Basis for processing your information**

We collect and use your information under:

- Article 6 (1)(c) – Processing is necessary for compliance with a legal obligation under a range of different laws.
- Article 6(1)(d) – Processing is necessary to protect the vital interests of a data subject or another person
- Article 6(1)(e) – 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

## **Stage six: Why we may need to share your information**

The Council will not share your information with anyone without your consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

## Stage seven: Who we may share your information with

Where there is a need identified, as outlined in section 6 above, your information will be shared with:

- South Yorkshire Police (SYP)
- Department for Work and Pensions (DWP)
- Other Council Services
- Environment Agency

Any others who we work in partnership with where required and with whom the Council have an Information Sharing Agreement.

## Stage eight: How long will your information be kept?

The Council are required to keep your basic personal information (name, address, contact details etc.) for a period of 5 years in live status and 1 year in archive, after which time it will be securely destroyed.

This may change dependant on the legal status of each case, this could be 7 years or more as dictated by the relevant case.

For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

## Stage nine: What will happen if you fail to provide personal information?

If you fail to provide personal information required, you would most likely be in breach of the relevant legislation the service is working within at the point of contact. Any breach of these requirements will be dealt with on a legal basis if required

## Stage ten: How to access and control your personal information

The Council have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk).

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)