



BMBC PRIVACY NOTICE

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| Created By | Tom Grierson |
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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 the Council collects your personal information. This notice applies to information the Council collect in relation to Traffic Regulation Order consultations.

Stage one: Who are we?

When the Council proposes a new Traffic Regulation Order (TRO) there is a period of public consultation where members of the public can submit their views on the TRO. The results of this consultation are then presented to Cabinet when the TRO is being considered and a decision made.

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

- Personal Information including name and address.

Any other personal information provided in your response is at your discretion but is not required for the response. Please try to anonymise your responses as any information you do provide in your response may be published in the Cabinet report.

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

Stage three: Why do we need your personal information

We will use your information to:

- Ensure that the views of residents are considered when making decisions on the implementation of TROs.

Stage four: How we will collect your personal information

Representations must be made in writing and can be submitted via post, email or by submitting an online form on the council's website.

Stage five: Our Legal Basis for processing your information

We collect and use your information under:

Article 6 (1)(a) – the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

When you submit a response to a TRO consultation, you consent for that response to be published in the cabinet report. If you wish to withdraw consent you must do so before the report is published.

Stage six: Why we may need to share your information

The Council will not share your information with anyone without 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

The response you submit may be published in whole, including any additional personal data you provide, in the cabinet report which is made publicly available on the council's website. The name and address you provide will not be published.

Stage eight: How long will your information be kept?

Cabinet reports are required by law to be published for a period of 6 years. 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 do not provide your name and address when submitting your response, it may still be included in the cabinet report however will be deemed 'anonymous' and may not be considered.

Stage ten: How to access and control your personal information

The Council has 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 Information Governance Team by email at 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 .

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