



Northumberland County Council

This is Your Personal Data

Conservation

How we handle your information

Information for the public

Everyone working for the Conservation service has a legal duty to keep and process information about you in accordance with the law.

This document explains why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

We use information about Friends of Archaeology in Northumberland to enable us to carry out specific functions for which we are responsible and to provide you with a service.

We keep records about Friends of Archaeology in Northumberland. These may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- basic details about you, for example, name, address, email.
- contact we have had with you, for example, letters of correspondence,

What is the information used for?

Your records are used to help ensure that we provide you with the service that you need. This is to enable us to send you Archaeology in Northumberland magazine and other related information.

It is important that your records are accurate and up-to-date as they will help make sure that our staff are able to provide you with the help, advice or support you need.

If you do not provide us with this information then we will not be able to send you Archaeology in Northumberland magazine and other related information.

How long for?

In order to provide you with this service, we rely on the legal basis of consent. Your details will be kept for an ongoing basis (with the option to unsubscribe). Processing is kept to a minimum and will only be processed in accordance with the law.

Information will only be shared with third parties if they have genuine and lawful need for it.

Occasions when your information needs to be disclosed (shared) include:

- when the law requires us to pass on information under special circumstances,

Anyone who receives information from us has a legal duty to keep it confidential



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We are required by law to report certain information to appropriate authorities – for example:

- where a formal court order has been issued.

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as ‘right of subject access’ and applies to your Conservation records along with all other personal records.

If you wish to see a copy of your records you should submit a Subject Access Request which is available on our website or by contacting the Information Governance Office directly. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

Data Protection laws gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner’s Office whose contact details are below.
10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us. Please contact the Conservation team at archaeology@northumberland.gov.uk

Data Protection Officer: informationgovernance@northumberland.gov.uk

You also have the right to complain to the Information Commissioner’s Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:



Northumberland County Council

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Email: casework@ico.org.uk