

## Wichelstowe Mailing List Privacy Policy

Introduction	You need to be aware of this Privacy Notice if you are registering to receive information in relation to the Wichelstowe development.
What is a Privacy Notice?	A Privacy Notice is a statement issued by an organisation which explains how personal and confidential data about individuals is collected, used and shared.
Who is collecting and using your personal data?	Swindon Borough Council will act as a “Data Controller” for any personal data that you provide to us. We will ensure that the data given to us is processed in line with our Data Protection Act 2018 (DPA 18) and the EU General Data Protection Regulations. (GDPR)  To find out more about Swindon Borough Council’s data protection policies please contact our Data Protection Officer. <a href="mailto:dataprotection@swindon.gov.uk">dataprotection@swindon.gov.uk</a> or in writing to Data Protection Officer, Civic Offices, Euclid Street, Swindon, Wiltshire, SN1 2JH.
Your personal data - what is it?*	Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of data is governed by the General Data Protection Regulation 2016/679 (the “GDPR”).
What personal data do we collect?	Swindon Borough Council collects the data provided by individuals when they register for the Wichelstowe mailing list. This includes names and e-mail addresses.  Individuals are also able to provide information on what they are interested in finding out about and their location although these are not compulsory.
How do we process your personal data?	Swindon Borough Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.
Why do we need your personal information?*	We need to use some information about you in order to meet your request to provide information regarding developments at Wichelstowe.
How the law allows us to use your personal information*	There are a number of legal, legitimate or lawful reasons why we need to collect and use your personal information.  Generally we collect and use personal information in circumstances where: <ul style="list-style-type: none"> <li>•you have entered into a contract with us</li> <li>•it is necessary to perform our statutory duties</li> <li>•it is necessary to protect someone in an emergency</li> <li>•it is required by law</li> <li>•it is necessary for employment purposes</li> <li>•it is necessary to deliver health or social care services</li> <li>•you have made your information publicly available</li> <li>•it is necessary for legal cases</li> <li>•it is to the benefit of society as a whole</li> <li>•it is necessary to protect public health</li> </ul>

	<ul style="list-style-type: none"> <li>•it is necessary for archiving, research, or statistical purposes</li> <li>•you, or your legal representative, have given consent</li> </ul> <p>In this case you have provided your explicit consent when entering your details via the Wichelstowe website.</p> <p>If we have consent to use your personal information, you have the right to remove it at any time.</p> <p>If you want to remove your consent, contact <a href="mailto:DataProtection@Swindon.gov.uk">DataProtection@Swindon.gov.uk</a> and tell us which service you are using so we can deal with your request.</p>
Who do we share your information with?*	We will only use your email address to send you information you have subscribed to, we will never pass your email address to anyone else.
How do we protect your information?*	We will do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them.
How long do we keep your personal information?*	Your information will be kept for a maximum of 6 years after first contact. You have the right to unsubscribe at any time at which point your information will no longer be held by Swindon Borough Council.
What you can do with your information*	<p>Unless subject to an exemption under GDPR you have the following rights with respect to your personal data:</p> <ul style="list-style-type: none"> <li>•The right to request a copy of your personal data which Swindon Borough Council holds about you</li> <li>•The right to request that Swindon Borough Council corrects any personal data if it is found to be inaccurate or out of date</li> <li>•The right to request your personal data is erased where it is no longer necessary for Swindon Borough Council to retain such data</li> <li>•The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing</li> <li>•The right to object to the processing of personal data</li> <li>•The right to lodge a complaint with the Information Commissioners Office</li> </ul> <p>For further details on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you please contact <a href="mailto:dataprotection@swindon.gov.uk">dataprotection@swindon.gov.uk</a> or contact the Data Protection Officer at:</p> <p>Swindon Borough Council Civic Offices Euclid Street Swindon SN1 2JH</p>
Your right to complain	In the event that you wish to complain about the way that your personal data has been handled by Swindon Borough Council, you should write to the Data Protection Officer and clearly outline your case. Your complaint will then be investigated in accordance with our customer complaint procedure.

	<p>If you remain dissatisfied with the way your personal data has been handled, you have the right to complain to the Information Commissioner’s Office at <a href="http://www.ICO.org.uk">www.ICO.org.uk</a>. You may refer the matter to the Information Commissioner’s Office whose contact details are below:</p> <p>Information Commissioner’s Office  Wycliffe House  Water Lane  Wilmslow  Cheshire  SK9 5AF</p> <p>Email: <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a></p> <p>This website also contains information on data protection and your rights and remedies.</p>
How will Swindon Borough Council ensure compliance?	A yearly audit will take place on personal data to ensure that we remain legally compliant in accordance with current data protection legislation

Swindon Borough Council’s main privacy notice can be found [here](#).