



Civic Headquarters
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Privacy Notice

Your Personal Data:

What we need - Lisburn & Castlereagh City Council is the 'Controller' of the personal data that you provide to us. We only collect basic personal data, this does not include any special types of information, it does however include name, address, email etc.

Why we need it - We need to know your basic personal data in order to ensure payment to you. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you.

What we do with it - All personal data that we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

How long we keep it - We are required under UK law to keep your basic personal data (name, address, contact details) for 6 years plus the current financial year after which time it will be destroyed. Information that you provide for marketing purposes will be retained until you notify us that you no longer wish to receive this information.

What we would also like to do with it - We would however like to use your name and email address to provide you with remittance. This information is not shared with third party processors and you can unsubscribe at any time via phone, email or by post. Please indicate below if this is something you would like to sign up to.

National Fraud Initiative - This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. The use of data by the NIAO in a data matching exercise is carried out with statutory authority. It does not require the consent of the individuals concerned under the Data Protection Act (2018) or GDPR (2018). Data matching by the NIAO is subject to a Code of Data Matching Practice and further information on this and NIAO legal powers and the reasons why they match particular information may be found at: <https://www.niauditoffice.gov.uk/national-fraud-initiative>

Please sign me up to receive future information from Lisburn & Castlereagh City Council.

Date	Name	Sign
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What are your rights? - If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you have the right to complain to the Information Commissioner's Office (ICO). Our Data Protection Officer can be contacted at: data.protection@lisburncastlereagh.gov.uk full details of can be found on the Lisburn & Castlereagh City Council website: www.lisburncastlereagh.gov.uk