

# Registration T&C's

## 1.0 GENERAL

The purpose of this Privacy Notice is to inform you of how and why we use your personal data in accordance with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (collected referred to as 'GDPR').

## 2.0 WHAT INFORMATION WILL WE USE?

Mid Ulster District Council has a vast range of services that are provided to our residents, businesses and visitors. We use personal information as part of services (essential data) e.g. to carry out statutory functions, public tasks, for vital interests, Legitimate interests, contractual arrangements or via consent.

Each service we provide is listed below, with the detail relating to how each specific service uses personal data can be accessed by the hyperlink. This information includes your personal details that we have collected or you have given to us, depending on the service or function that is engaged.

Personal information	Special category personal data
	Special category data is personal data, which GDPR considers sensitive and deserving of extra attention:
First name & family name or surname	<ul style="list-style-type: none"><li>• Health data</li></ul>
Address	<ul style="list-style-type: none"><li>• Racial or ethnic origin</li></ul>
Telephone numbers	<ul style="list-style-type: none"><li>• Religious or other philosophical beliefs</li></ul>
Date of birth	<ul style="list-style-type: none"><li>• Political opinions</li></ul>
Age	<ul style="list-style-type: none"><li>• Trade union membership</li></ul>
Qualifications training records	<ul style="list-style-type: none"><li>• Physical or mental health or condition</li><li>• Sexual orientation.</li></ul>
Financial information	<ul style="list-style-type: none"><li>• Offences (including alleged offences)</li></ul>
Licensing information	<ul style="list-style-type: none"><li>• Processing of genetic data</li></ul>
Enforcement action	<ul style="list-style-type: none"><li>• Processing biometric data for the purposes of identifying a natural person</li></ul>
Complaint information	



### 3.0 HOW WILL YOUR INFORMATION BE USED?

We, the Council (Data Controller) use your information for various statutory and legitimate reasons e.g. providing and selling goods and services.

We may share your data with other vital partners e.g. contracted to carry out public tasks that we work with or partner with from time to time (as described in more detail in the 'Who will we share your information with?' section below).

The Council will use your information to carry out various local authority services and duties, including:-

- To carry out Building Control and Licensing Functions;
- To carry out Environmental Health Functions
- To Process and administer the Planning Function
- To carry out Tourism and Event functions
- To carry out Arts and Cultural services
- In the promotion, Marketing and Communication of Council activities and services, inform you of other relevant council services and benefits, respond to your comments and questions and provide customer service
- For Human Resource functions, including recruitment & administration
- To perform Democratic services (includes Council Committee management services, performance management, policy, diversity and equality).
- Equality
- To carry out internal Legal Services function
- To carry out financial service and transactions.
- Provide and deliver products and services you request
- Operate and improve our Sites, products, and services
- obtain your opinion about our services e.g. Ask you to take part in research and surveys used to measure our performance and improve our products, services and customer experience
- To provide you with a public service in compliance with its legal responsibilities
- Contact you by post, email or telephone e.g. to •update your records
- Prevent and detect fraud and corruption in the use of public money including the National fraud Initiative(NFI)
- Ensure we meet our legal obligations
- For law enforcement functions, for example, licensing, planning enforcement, trading standards and food safety where we are legally obliged to undertake such processing and where the processing is necessary to comply with legal obligations, for example, the prevention and/or detection of crime
- To assist us in responding to emergencies or major accidents. This allows us, in conjunction with the emergency services, to identify individuals who may need additional help and support.
- One of the benefits of being part of, for example, our marketing database is that we can show or send you information about Council and public information and events that are relevant to you by various channels, including online. We do not use automatic processing to carry this out.



## 4.0 WHEN CAN WE USE YOUR INFORMATION?

We collect and use your information in the following situations:

- Where our use of your information is necessary for us to perform the contract or contracts that we have with you. These contracts include the terms and conditions of our procurement and any other agreements which we enter with you from time to time;
  - Where our use of your information is for the purposes of our legitimate interests we have made sure that your information, and your rights in relation to that information, are protected e.g. For investigating a public complaint on your behalf.
  - Where it is 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 the council will rely on public task as the basis to process personal data e.g. Planning
  - Where we believe it is necessary to use your information to comply with a legal obligation to which we are subject, for example, we need to process personal data to comply with our legal obligation to disclose employee salary details to HMRC.
  - Where on occasions we rely on consent as the legal basis we will seek your consent at the time it gathers your personal data. You will normally be asked to provide a signature and indicate consent by ticking a box. There will be a clear explanation provided as to what you are consenting to. E.g. We will rely on your consent to use your information for marketing to you by email, text message and other methods of electronic communication from time to time in accordance with your data choices
  - Where we rely on consent to use your information, you have the right to withdraw that consent at any time. Please see the Your choices and rights section of this policy for more details
- Where in special circumstance or instances e.g. Civil emergency, the Council may rely on vital interest to safeguard lives.

## 5.0 HOW LONG WILL WE KEEP YOUR INFORMATION?

We will keep your information for as long as is necessary for us to fulfil the Councils obligations and business need for the purposes that we describe in this policy.

As a rule, however, we will keep personal data in accordance with the Councils Information and retention schedule as set out in our Information and retention Policy (under review).

Your personal data will be held as long as necessary and/or prescribed by law and will be disposed of in a secure manner when no longer needed. Different data is held for different times due to the specific purpose it was gathered for or because it may be stated in law.



## 6.0 WHO WILL WE SHARE YOUR INFORMATION WITH?

We will not disclose your personal data to any external organisation or person unless we are satisfied we have a legal basis to do so and proper measures are in place to protect the data from unlawful and unauthorised access.

We will not supply your information to any other organisation for marketing purposes without your prior consent.

We may share your information within the Council departments to ensure we can manage your issues or requirements appropriately.

We may also share your information with:

- Other organisations and service providers (including other Councils and central departments) for carrying out a function/service projects and initiatives.
- Any law enforcement agency, court, regulator, government authority or other third party where we believe this is necessary to comply with a legal or regulatory obligation e.g. Police Service of Northern Ireland, Her Majesty's Revenue and Customs, or otherwise to protect our rights or the rights of any third party.
- We may also use external organisations to carry out services on our behalf and this requires providing them with access to personal data. These organisations will act as Data Processors for us and they are legally obliged to keep your personal data secure and only process it under the specific direct instructions of us and in line with GDPR.

## 7.0 TRANSFERRING YOUR INFORMATION INTERNATIONALLY

As a rule, your personal information is not transferred internationally.

However, for our community grants scheme system, your information is hosted on Amazon web services in USA.

We have put in place appropriate safeguards to protect information which we transfer, which includes securing additional legal agreements to protect your information.

## 8.0 YOUR RIGHTS AND CHOICES

You have a number of rights in relation to your information, and you can make a number of choices about how we collect and use it.

For example, you can decide not to receive marketing material from us, tell us how you want to receive marketing communications from us, and object to some of the ways in which we use your information.<sup>[SEP]</sup>



**The General Data Protection Regulations give you rights relating to the processing of your personal information, which are:**

- **Right to be informed** – obligation to provide ‘fair processing information’ through privacy notices. There must be transparency at the point of collection on how the information will be used and there is an emphasis on providing you with a clear and concise notice.
- **Right of access** – individuals must be able to access their data to ensure that it is being processed lawfully. This is commonly referred to as a subject access request. If you wish access to your personal data you must submit a request in writing and we will respond within 28 days. We may seek clarification as to your identity and there is no fee for this service.
- **Right to be forgotten** - (is not absolute and only applies in certain circumstances) erasure or rectification of personal data – this right arises in the event of inaccurate or incomplete data and has been expanded to cover more circumstances than those set out in the current Data Protection Act 1998.
- **Right to data portability** – this is a new right enabling individuals to reuse and transfer their personal data (held in electronic form) for their personal use to another data controller without affecting its usability.
- **Right to object** – where the processing of personal data is subject to consent, individuals can object to certain types of processing such as direct marketing or processing for research or statistical purposes.
- **Right not to be subject to a decision based solely on automated processing**, including profiling that significantly affect the individual.

Note that some of the choices or changes you make may impact our ability to provide services to you. We will notify you if this is the case.

To find out more about how to control or refuse the use of our cookies visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

You can contact us using the details below to:

- Request access to your information
- Ask that we update, complete or correct your information if you are unable to do so through our on-line systems;
- Ask that we erase or restrict our use of your information;
- Request that we provide your information to you in a commonly used electronic format and to have that information transmitted directly to another organisation (this is known as the right to 'data portability'); and/or
- Object to Council using your information in certain circumstances

If you are concerned about how your information is used, please contact us at FAO Data Protection Officer:



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

Barry O'Hagan

Mid Ulster District Council,

c/o Dungannon Office

Circular Road

Dungannon

BT71 6DT

E: [barry.ohagan@midulstercouncil.org](mailto:barry.ohagan@midulstercouncil.org)

T: 03000 132 132

## 9.0 WHO ARE WE?

**Data Controller Name:** Mid Ulster District Council

**Address:**

c/o Dungannon Office,

Circular Road,

Dungannon, BT71 6DT

T: 03000 132 132

**Data Protection Officer Name:** Barry O'Hagan

T: 03000 132 132

E: [barry.ohagan@midulstercouncil.org](mailto:barry.ohagan@midulstercouncil.org)

Get in touch by contacting the Data Protection Officer in writing at the above address, or you can contact the Council to raise any questions or concerns by phone on: 03000 132 132.



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