**Grounds & Parks – Privacy Notice**

**The reasons why we process your data:**

* Environmental Practices Enquiries
* Requests to use open space for events
* Ground care provision enquiries
* Grass, hedge, shrub or tree maintenance enquiries
* Contractor information
* Reports regarding play area equipment or maintenance
* Survey and inspection of council owned grounds or parks
* Enquiries regarding the work associated with the management and maintenance of the council’s owned grounds and parks
* Enquiries regarding play area equipment

**How we collect your data:**

* Telephone calls
* Online form
* Manual forms
* In Person
* Email
* Letters

**The lawful basis for processing your data:**

* Public Task

**The type of personal data we process:**

* Name
* Address
* Telephone Number
* Email address

**Special (Sensitive) category data:**

 Non-Applicable

**Lawful Basis for Processing Special Categories of Personal Data:**

Non-Applicable

**Processing of personal data relating to criminal convictions and offences:**

Non-Applicable

**Sharing your data:**

* Unit4 ERP System
* Other council departments

**Automated decision making:**

Non-Applicable

**How long we keep your data:**

* Seven years