**South Oxfordshire District Council/Vale of White Horse District Council Privacy Notice –DSAR requests**

**Purpose of our processing**

Under the UK General Data Protection Regulations (UK GDPR) data subjects have the right to access and receive a copy of their personal data, and other supplementary information, that we hold within one calendar month (or by a further two months if the request is more complex) from the date of receipt of confirmation of identity and proof of address. This is commonly referred to as a subject access request.

**The lawful basis on which we use this information**

The Council has a legal obligation to respond to these requests. Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

* UK GDPR Article 6 (1) (a) Consent – by submitting the request for your personal data you are giving us your consent to use your personal data to fulfil the request.
* UK GDPR Article 6 (1) (c) Legal Obligation – in accordance with the UK GDPR and Data Protection Act 2018 we are legally obliged to provide you with your personal data should you make a valid request for us to do so.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

* UK General Data Protection Regulations 2018
* Data Protection Act 2018

**The personal data we process**

The categories of information that we collect, process and hold include:

* Confirmation of identity (current, valid photo-card driving licence or birth certificate or passport) and proof of address (utility bill, such as a council tax bill or a bank statement which is less than 3 months old). Unless, volunteered by you, we will only collect the minimum personal data required to respond to your request.

The categories of information that we may collect, process, hold and share include:

* Name
* Address
* Other contact details – email address and telephone number

We use this personal data in order to:

* Process your request
* Seek clarification with the purposes of fully responding to your request
* Respond to your request.
* Ensure personal data about one individual does not get sent to another, either accidentally or as a result of deception

**Special categories of personal data being processed (if appropriate)**

We will not purposely collect any special category data

**Condition for processing special categories of personal data**

Not applicable

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

We will not purposely collect any criminal data.

**Who we may share your information with**

Your request will be shared with other council departments and/or if applicable any outsourced service providers for the purposes of complying with your request and the internal auditing team for the purpose of ensuring your information is kept securely and used only for the purposes detailed here. Data may be shared with a third party acting on your behalf e.g. a legal representative appointed by yourself.

Information may be shared with the Information Commissioners Office in the event of you submitting a complaint against us. We do not share personal information about you with anyone else without consent unless the law and/or our policies allow us to do so, such as:

• to find and stop crime and fraud

• to stop serious risks to the public, our staff or to other professionals

• to safeguard the protection of a child or vulnerable adult

We will not share data with third parties for marketing purposes.

**Sharing data outside United Kingdom**

We process your data within the UK.

**Automated decision making**

We do not use automated decision making.

**How long we keep your data**

3 years

**Your information rights**

Under the Data Protection Act 2018 and General Data Protection Regulations (GDPR), you have a number of rights regarding the way in which we are allowed to process your personal data.

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.