

National Fraud Initiative (NFI)

We take part in the Cabinet Office's National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise, as details on the link below: www.gov.uk/government/collections/national-fraud-initiative

Sharing health data and NHS numbers

We are working more closely in partnership with health (doctors, hospitals etc.) as health and social care services become more joined up. The Government says that we must share your NHS number with each other and we must follow the Caldicott Principles. Our Caldicott Guardian is Barbara Watt, Director of Public Health.

You can find out more about the Caldicott Principles at: www.igt.hscic.gov.uk/Caldicott2Principles

Walsall Data Protection Officer

Paul Withers
Walsall Council
Civic Centre
Darwall Street
Walsall
WS1 1TW

Phone: 01922 650970
Email: informationmgmt@walsall.gov.uk

How we use your data

This is a short guide on how your council uses your data to provide its residents with best possible services available.



You can find the full privacy notices and our data protection information by using the Privacy option on our website at www.walsall.gov.uk



How we use information about you

Under the General Data Protection Regulations and the Data Protection Act we must ensure your rights as data subjects are respected and that you are informed of the way we use your information.

Sometimes we may need to ask other agencies or organisations for relevant information about you to fulfill our legal or contractual responsibilities or to provide services to you.

We may pass your information to other agencies or organisations as allowed or required by law, for example to enable them to carry out their statutory duties or where it is necessary to prevent harm to yourself or other individuals.

We have a duty to:

- keep enough information to provide services and meet our legal responsibilities
- keep your records safe and correct
- only keep your information as long as is needed
- collect, store and use the information in a way that complies with the General Data Protection Regulation

We will always try and keep your personal data secure, whether it is held on paper or electronically. Our privacy notice sets out our commitment to you when you access our services and is available via the internet.

Things you can do to help us:

- make sure we have identified you correctly by letting us know when you change address or name.
- tell us if any of your information we hold is wrong.

Personal/ Sensitive Data

Personal data is basic details such as name, address, telephone number, and date of birth, or notes and comments made about a person, and information held about that person in files. This can include but is not limited to written correspondence, emails, photographs, audio recordings and video recordings.

Information classed as sensitive personal data includes details of racial or ethnic origin, religious beliefs, and health or criminal records.

The areas and service that are required to use and or share your personal or sensitive data have specific and specialized privacy notices which are all available on our website.

Why we collect and store your data

For some of our services, we need to collect personal data so we can get in touch, or provide you with the services you require or have a right to. We always try to make sure the information is correct and isn't an invasion of your privacy or rights under the General Data Protection Regulations.

Where we do not directly provide the service, we may need to pass your personal data onto the people who do. These providers are obliged to keep your details safe and secure, and use them only to fulfill your request.

If we need to share your data with a third party, this will only be shared with a legal basis or with your explicit and informed consent.

How to access your information

To request a copy of your information we ask that you please follow the Subject Access Request process as outlined on our website under Privacy/Data Protection.

Using your data

We will use the information you provide for the following purposes:

- Provision of council services.
- Regulatory, licensing and enforcement functions, which we are obliged to undertake.
- All financial transactions to and from us, including payments, grants and benefits. (Where monies are due or outstanding we reserve the right to use all the available information at its disposal to protect public funds. This may include, but not be limited to, matching council tax data with electoral registration records)
- Where you have agreed for the purpose of consulting, informing and gauging your opinion about our products and services.
- To ensure we meet our statutory obligations, including those related to diversity and equal opportunity.
- To carry out research with non-identifiable data (using anonymised or pseudonymised data where possible) to evaluate new approaches, monitor effectiveness of existing services and deliver improved services to you.

We may also be required to use your information for other services you request or require from or through your local authority.