

## Privacy Notice – Subject Access Requests

This notice sets out how Eastleigh Borough Council (EBC) uses and protects any information that you give for the purpose of complying with your statutory rights of access to personal information in accordance with General Data Protection Regulations (GDPR).

Eastleigh Borough Council (EBC) is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. Z7118863) we comply with the General Data Protection Regulations 2018 (GDPR). Our full privacy notice can be found at [www.eastleigh.gov.uk/privacy](http://www.eastleigh.gov.uk/privacy).

### Why do we need your personal information?

<b>Category of personal data we may request includes:</b>	<b>Purpose of requesting information:</b>
<ul style="list-style-type: none"> <li>• Name, address, contact details, proof of identity for access to your own information (i.e. passport, driving licence, utility bills etc.</li> <li>• Any other relevant personal information for identifying and locating your personal data on our systems</li> <li>• Additional information is required if you are applying on behalf of someone else ( proof of consent or Lasting Power of Attorney or proof of parental responsibility or legal guardianship if applying on behalf of a child)</li> <li>• In the handling of your request there is a possibility that we may hold other sensitive information relating to previous processes/requests that were dealt with.</li> </ul>	<ul style="list-style-type: none"> <li>• To validate and respond to your requests under GDPR</li> <li>• To respond to a complaint</li> <li>• To manage any complaints to the ICO or a request from the ICO</li> <li>• To monitor our own performance in responding to your request</li> </ul>
<b>Who we may share your data with includes but is not limited to:</b>	<ul style="list-style-type: none"> <li>• Case Manager,</li> <li>• Legal team,</li> <li>• Services within Eastleigh Borough Council who can provide information meeting the scope of your request</li> <li>• The ICO if you request their intervention.</li> <li>• Internal Audit</li> </ul>
<b>Lawful basis for using your personal data:</b>	<ul style="list-style-type: none"> <li>• Article 6 (1) (c) - Legal obligation</li> </ul>
<b>Lawful basis for using your special personal data:</b>	<ul style="list-style-type: none"> <li>• Article 9 (2) (g) - Substantial public interest</li> </ul>

## Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the General Data Protection Regulation and the UK Data Protection law.

- The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office [National Fraud Initiative](#).
- We will NOT use your personal data for marketing products or services.

## How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Full information regarding retention periods for the different types of data can be found on our website in the [retention and disposal](#) schedule.

## Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer  
Eastleigh Borough Council  
Eastleigh House  
Upper Market Street  
Eastleigh SO50 9YN  
Email: [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane

Wilmslow  
Cheshire  
SK9 5AX

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)