Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

Service Name: Information Governance Team

Our core data protection obligations and commitments are set out in the Council's Primary Privacy Notice which is available at: https://www.salford.gov.uk/media/392351/scc-primary-privacy-notice-v1-0-interim.pdf

With further Privacy Notices on our website at: https://www.salford.gov.uk/your-council/council-and-decision-making/general-data-protection-regulation-gdpr/

The Information Governance team fulfils a statutory role under a variety of legislation including the General Data Protection Regulations (2018), the Data Protection Act (2018), the Freedom of Information Act (2000), and the Environmental Information Regulations (2004). It provides guidance and assistance, both internally and externally, on a broad range of issues, and investigates and reports on data security incidents. In order to meet these obligations a variety of personal data (including special categories of personal data and criminal offence data) are processed. These are documented below.

Categories of Personal Data

Personal data is information that relates to an identified or identifiable person. This sometimes includes information that when combined with other information allows an individual to be identified. These are types of personal data that are processed by the Information Governance team:

- Name and Contact Details
- Family Details
- Lifestyle and Social Circumstances
- Employment and Education Details
- Some Education Records
- Case File information
- Financial Details
- Documents that provide proof of identification
- Housing needs

Certain types of personal data are further protected due to their sensitive nature, and are referred to as special category personal data. These are types of special category personal data that are processed by the Information Governance team:

- Physical or Mental Health details
- Offences (including alleged offences)
- Criminal proceedings, outcomes and sentences
- Trade Union membership
- Political Opinions
- Sexuality and sexual life
- Racial and ethnic origin
Legal basis for processing

The legal basis we rely on for processing your personal information is found in Article 6.1.e. of the GDPR:

- 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.

Personal data are used for the purposes as outlined in Section 1 of this Privacy Notice. We would be unable to comply with our legal obligations without processing this personal data, for example in responding to requests for information made under the Freedom of Information Act, or the General Data Protection Regulations.

The legal bases we rely on for processing special category personal data is found in the above, with further detail in Article 9(2)(g) of the GDPR:

- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Any criminal offence data is processed in compliance with the legal basis outlined above, together with Article 10 of the GDPR. Further detail is contained in the Appropriate Policy Document, available here: https://www.salford.gov.uk/your-council/council-and-decision-making/general-data-protection-regulation-gdpr/

Information sharing/recipients

We may share personal data with:

- Employees, both past and present, and prospective employees
- Data subjects
- Family members, carers, or representatives acting on behalf of the data subject
- Local Government
- Regulatory bodies, including Government Departments
- Debt collection and tracing agencies
- Service providers
- Courts and tribunals
- Arms length management organisations (ALMOs), for instance Housing Organisations
- Police
- Solicitors and legal representatives
- Law enforcement and prosecuting authorities

We share this information in order to comply with our statutory functions outlined in Section 1 of this Privacy Notice.

Categorise Sources if not obtained from Data Subject

As well as information collected directly from you, we also obtain or receive information from the list in Section 4.

Data transfers beyond EEA

We do not transfer data outside the European economic area.

Automated Decisions

We do not use automated decision making.
Data Retention/Criteria
We retain your information in accordance with the team’s obligations previously articulated for the times specified below.

Physical records: To be retained for no longer than 6 months, then destroyed.
Electronic records: Destroyed 2 years after case closure.

Your Rights
Information about:
• exercising your rights
• contacting the council’s Data Protection Officer
• raising a concern with us, or
• making a complaint to the Information Commissioner

is accessible in our guide on exercising your rights available here: https://www.salford.gov.uk/media/392350/scc-guide-exercising-your-rights-v1-0-3-may-2018.pdf

Or on our website at: https://www.salford.gov.uk/your-council/council-and-decision-making/general-data-protection-regulation-gdpr/

Updates
We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details: https://www.salford.gov.uk/gdpr