

Borough Council of King's Lynn and West Norfolk

Privacy Policy

Information Technology (ICT)

Borough Council of King's Lynn and West Norfolk ("The Council") takes the safety of your personal information very seriously and will only ever process your information in accordance with the law, this includes the General Data Protection Regulations and any other relevant legislation.

You have a right to know how the Council processes your data and the purpose of that processing.

In relation to the IT Department, your data and personal information will be processed in accordance with the following:

The reasons we use your data

The Council may use your data for any of the following purposes:

1. **Management of Staff IT accounts**
2. **Archiving of records**
3. **Undertaking web analytics (such as cookies)**
4. **Managing threat analysis**
5. **Managing Business Continuity procedures**
6. **Equality Monitoring**
7. **Allocation of IT hardware and software such as tablets, laptops and mobile phones**
8. **All lawful purposes, including but not limited to the prevention and detection of crime, including fraud and money laundering**

Why we are allowed to use your data

The Council has a legal obligation to use your data in order to fulfil a public task. These obligations come from various UK laws including but not limited to:

1. **The Localism Act 2011**
2. **The Equality Act 2010**

In some circumstances, the Council may also have an obligation to process your data under the terms of a contract with a third party, particularly in relation to staff records and data.

In some circumstances, the Council may also have a legitimate interest in processing your data, particularly in relation to web analytics.

In some instances, the Council may use your express consent as a means of processing your personal data. The Council will always ask for your permission before doing so. An example of this is in the case of cookies.

Who we can share your data with

In some circumstances, it will be necessary to share your information with other departments of the Council or with external third parties, these are:

1. **IT Suppliers such as Microsoft and Google**
2. **HMRC**
3. **Enforcement Agencies i.e. the Police**

When your data gets sent abroad

Not applicable

When Computers make any automated decisions about you

Not applicable

If you wish to see more information about the way in which the Council uses your data, you can access our [Corporate Privacy Policy](#) and our [Data Protection Policy](#).