

Borough Council of King's Lynn and West Norfolk
Departmental Privacy Notices

Borough Council of
**King's Lynn &
West Norfolk**



Index

Electoral Services	3
Accounting and Finance	5
Housing	7
Information Technology (IT)	9
Legal Services (Eastlaw)	11
Environmental Services	13
Planning Services	15
Democratic Services	17
Revenues and Benefits	19

Borough Council of King's Lynn and West Norfolk

Privacy Policy

Electoral Services

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 Electoral Registration Service, 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. **To maintain the electoral register**
2. **To run elections**
3. **Equality monitoring**

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 Local Government Act 1972, 2000**
2. **The Representation of the People Act 1983**
3. **The Equality Act 2010**
4. **The Immigration Act 2016**

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 include:

1. **The electoral register can be accessed and inspected by any member of the public**
2. **An edited version of the electoral register can be sold to third parties**
3. **Elected Members (Councillors) and MPs**
4. **Political Parties**
5. **The Police and other crime enforcement agencies**
6. **Contractors providing IT services**

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 [here](#) and our Data Protection Policy [here](#).

Accounting and Finance

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 Accounting and Finance 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. **Statutory requirements such as reporting to central Government**
2. **Collection of Council Tax and Rates**
3. **Regulatory, licensing and enforcement functions**
4. **Collection of Debt**
5. **Collection of overpaid benefits**
6. **Prevention and detection of crime such as fraud**
7. **Payroll transactions**
8. **Traded services**
9. **Collection of charges made for services provided**

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 Local Government Finance Act 1988, 1992**
2. **The Localism Act 2011**
3. **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 where the Council is trading services.

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 include:

1. **The Police**
2. **Other Local Authorities**
3. **Judicial entities such as the Court**
4. **Government departments such as HMRC or the DWP**
5. **Elected members (Councillors) and MPs**
6. **Contractors providing IT services**

7. Bailiffs and investigative agents

When your data gets sent abroad

Not applicable

When Computers make any automated decisions about you

Not applicable

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Privacy Policy

Housing

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 Housing 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. **Statutory requirements i.e. reporting to Government**
2. **Licensing, enforcement and regulatory functions**
3. **Financial transactions**
4. **Prevention and detection of Crime**
5. **Equality Monitoring**
6. **Service Delivery**
7. **Service improvement and planning**
8. **Research purposes including consultations**

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 Housing Act 1988, 1996, 2002, 2004 (as amended)**
2. **The Homelessness Reduction Act 2017**
3. **The Landlord and Tenant Act 1987**
4. **The Localism Act 2011**
5. **The Protection from Eviction Act 1977**
6. **The Equality Act 2010**

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 consultations.

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 include:

1. **Police**
2. **Health agencies**
3. **Judicial agencies**
4. **Other Local Authorities**
5. **Immigration Service**
6. **Government Departments such as HMRC, DWP etc.**
7. **Other departments within the Council**
8. **Contractors providing housing services (plumbers, maintenance men, gardeners etc.) and IT services**
9. **Housing advice organisations i.e. Shelter etc.**
10. **Registered Providers of Social Housing i.e. Freebridge Community Housing**
11. **Landlords**
12. **Elected Members and MPs**

When your data gets sent abroad

Not applicable

When Computers make any automated decisions about you

Not applicable

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Information Technology (IT)

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**

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 include:

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

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Borough Council of King's Lynn and West Norfolk

Privacy Policy

Legal Services (Eastlaw)

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 Eastlaw, 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. **To answer Freedom of Information, Subject Access and Data Protection requests**
2. **To answer complaints**
3. **To manage legal cases**
4. **Equality Monitoring**

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 Freedom of Information Act 2000**
2. **The Data Protection Act 1998**
3. **The General Data Protection Regulations 2016**
4. **The Localism Act 2011**
5. **The Equality Act 2010**

The following areas of Law / Common Law also give the Council the right to process your information, these include but are not limited to:

1. **Employment**
2. **Litigation**
3. **Commercial**
4. **Property / Conveyancing**
5. **Environmental**
6. **Planning**
7. **Local Government**
8. **Judicial Review**
9. **Parish Council**

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 include:

1. **The Courts, judges Employment and other Tribunals**
2. **The Police and other crime enforcement agencies**
3. **Land Registry**
4. **Debt Collectors**
5. **Service agents**
6. **Expert Witnesses**
7. **Legal representatives of other parties**
8. **Other public authorities i.e. Government Departments (HMRC, DWP, Immigration)**
9. **Other departments of the Council**
10. **Elected Members and MPs**
11. **Contractors providing IT services**

When your data gets sent abroad

Not applicable

When Computers make any automated decisions about you

Not applicable

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Environmental Services

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 Environmental Services 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. **Service delivery**
2. **Service improvement and planning**
3. **Statutory requirement i.e. waste management, reporting to Government agencies etc.**
4. **Regulatory, licensing and enforcement actions**
5. **Prevention and detection of crime**

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 Environmental Protection Act 1990**
2. **The Public Health Act 1936, 1961**
3. **The Health Act 2006**
4. **The Health and Safety and Work etc Act 1974**
5. **The Anti-Social Behaviour Act 2003**
6. **The Cremation Act 1902**
7. **Cremation (England & Wales) Regulations 2008**
8. **Local Authorities Cemeteries Order 1977**
9. **The Food Safety Act 1990 (and associated regulations)**
10. **The Licensing Act 2003**
11. **The Gambling Act 2005**
12. **The Local Government (Miscellaneous Provisions) Act 1976**
13. **Town and Police Clauses Act 1847**
14. **Animal Boarding Act 1963**
15. **Breeding of Dogs Act 1973**
16. **Riding Establishment Act 1964, 1970**
17. **The Localism Act 2011**
18. **The Removal and Disposal of Vehicles Regulations 1986**
19. **The Equality Act 2010**
20. **The Highways Act 1980**

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 traded services.

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 include:

1. **Enforcement agencies including the Police**
2. **Registered Providers of Social Housing i.e. Freebridge Community Housing**
3. **Youth Offending Services**
4. **Government Departments**
5. **Other Local Authorities**
6. **Fire & Rescue and Coastguard services**
7. **The Courts**
8. **Voluntary and charitable agencies / partners**
9. **Third Party Contractors**
10. **Elected Members & MPs**
11. **The Food Standards Agency**
12. **The Health and Safety Executive**
13. **Public Health England**
14. **Your GP and other medical professionals**

When your data gets sent abroad

The Council currently operates a small number of CCTV cameras where data is transmitted to cloud based servers abroad. The necessary assurances have been sought from the providers of this service that your data is processed and stored in compliance with GDPR.

When Computers make any automated decisions about you

Not applicable.

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Planning Services

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 Planning 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. **Service Delivery**
2. **Service Improvement**
3. **Statutory requirements i.e. reporting to Government departments**
4. **Regulatory, licensing and enforcement functions**
5. **Prevention and detection of crime**
6. **Research including consultations**
7. **Equality Monitoring**

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 Planning Act 2008**
2. **The Public Health Act 1925**
3. **Town and Improvement Clauses Act 1847**
4. **The Local Land Charges Act 1975**
5. **The Highways Act 1980**
6. **The Localism Act 2011**
7. **The Town & Country Planning Act 1990**
8. **The Housing and Planning Act 2016**
9. **The Environment Act 199**
10. **The Environmental Protection Act 1990**
11. **The Planning (Listed Buildings & Conservation Areas) Act 1990**
12. **The Equality Act 2010**

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 consultations.

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 include:

1. **Enforcement agencies such as the Police**
2. **The Emergency Services**
3. **Royal Mail**
4. **Ordnance Survey**
5. **Valuation Office Agency**
6. **Parish Councils**
7. **Other Local Authorities**
8. **The Courts**
9. **Elected Members & MPs**
10. **Funding Bodies**
11. **The Environment Agency**
12. **The General Public via public registers**
13. **CNC Building Control**

When your data gets sent abroad

Not applicable

When Computers make any automated decisions about you

Not applicable

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Borough Council of King's Lynn and West Norfolk

Privacy Policy

Democratic Services

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 Democratic Services 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. **Service delivery**
2. **Service improvement**
3. **Statutory requirements i.e. reporting to Government agencies**
4. **Member and Parish Council services**
5. **Invitation to civic events**
6. **Equality Monitoring**
7. **Responding to requests from members of the public**

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 Local Government Act 1972, 2000**
2. **The Localism Act 2011**
3. **The Equality Act 2010**

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 include:

1. **The Police**
2. **The Courts**
3. **Elected Members & MPs**
4. **Contractors providing IT Services**
5. **Other Local Councils**
6. **Government agencies / departments**

When your data gets sent abroad

Not applicable

When Computers make any automated decisions about you

Not applicable

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Revenues and Benefits

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 Revenues and Benefits 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. **Service delivery**
2. **Service improvement**
3. **Statutory requirements i.e. reporting to government**
4. **Prevention and detection of crime**
5. **Debt recovery**
6. **Payment and administration of benefits**
7. **Financial transactions**
8. **Regulatory and enforcement functions**
9. **Equality Monitoring**

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 Welfare Reform Act 2012**
2. **The Localism Act 2011**
3. **The Local Government Finance Act 1988, 1992, 2012**
4. **The Local Government Act 1972**
5. **Housing Benefit Regulations 2006**
6. **The Equality Act 2010**
7. **Social Security Administration Act 1992**
8. **The Fraud Act 2006**

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 include:

1. **The Police**
2. **The Courts**
3. **Immigration Services**

4. **Internal Council Departments**
5. **Contractors providing revenues and benefits services**
6. **Contractors providing IT Services**
7. **Other Local Councils**
8. **Government agencies / departments i.e. HMRC, DWP**
9. **Enforcement Agents**

When your data gets sent abroad

Not applicable

When Computers make any automated decisions about you

Not applicable

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