

Street Naming and Numbering Privacy Notice

Who are we?

Fenland District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). This Privacy Notice is designed to help you understand how and why we process your personal data for Street Naming and Numbering processes. For more information on your rights and how to lodge a complaint, you should read this in conjunction with the Council's [Privacy Statement](#).

What personal information do we collect?

We may need to know the following information about you:

- Name
- Address
- Contact details (e.g phone or email address)

Why do we need this?

We cannot process your request/application for Street Naming and Numbering unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using '(e) Public task: the processing is necessary for [us] to perform a task in the public interest for [our] official functions, and the task or function has a clear basis in law' under Article 6 of the GDPR.

Street Naming and Numbering is a (Public task) Statutory Duty as laid out in Section 17-19 of The Public Health Act 1925 and Section 64 and 65 of The Town Improvement Clauses Act 1847.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may

disclose your personal information to other teams within the Council such as Council Tax and Planning Enforcement.

We may share information with council tax for the assessment or collection of a tax or duty or an imposition of a similar nature. Its disclosure is covered by:

- Schedule 2 Paragraph 2c of the Data Protection Act 2018

How do we keep your records confidential and secure?

Everyone working in the Council has a legal and professional duty to ensure that all your information is safely and securely protected and kept confidential. We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Our networks are kept secure, internal and external IT is protected using appropriate safeguards, and audits ensure we protect your right to privacy and confidentiality. We only keep your records as long as we need to and are required to by law, after which they are securely destroyed.

How long is my information kept for?

We will only hold your information for as long as is necessary or as the law requires. Please see the Retention Schedule for details of how long we keep specific information sets.

Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.