

Open Place Directory Privacy Notice

Data Controller

North Lincolnshire Council.

Organisations who advertise their services on the North Lincs Open Place Directory are their own data controllers.

Data Protection Officer

North Lincolnshire Council's Data Protection Officer is Phillipa Thornley, and she can be contacted using the details below.

Contact details.

North Lincolnshire Council
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL

Email: informationgovernanceteam@northlincs.gov.uk

Telephone: 01724 296224

Website: [North Lincolnshire Council \(northlincs.gov.uk\)](http://northlincs.gov.uk)

Other organisations will have their own data protection arrangements in place to meet the needs of their organisations.

Purpose of this Privacy Notice

This Privacy Notice tells you how North Lincolnshire Council uses personal data in relation to the North Lincolnshire Open Place Directory.

What do we mean by personal confidential data?

Personal data relates to living persons and is information that can be used to identify an individual such as name, date of birth, address, or postcode.

What data do we have and what do we do with it?

1. Personal Data

The North Lincolnshire Open Place Directory holds personal data about individuals who provide services or activities accessible by local residents or where an individual is acting as a point of contact for such a service or activity.

North Lincolnshire Council will also hold personal data in the form of names and email addresses used to create a log in account. Passwords created will not be visible or known to anyone other than the account holder.

North Lincolnshire Council does not capture and store any further personal information about individuals who access this website, except where you voluntarily choose to give us your personal details via email or by inquiring about how to add your service or activity to the directory. The personal data you provide will only be used to provide you with the information that you have requested. More general information about subjects such as cookies can be found in the council's general privacy notice on the [Data Protection and Privacy](#) webpage.

The UK GDPR lawful basis relied upon to process this personal data is consent as set out under Article 6(1)(a)

2. Can I withdraw my consent?

Yes, where the personal data has been collected and processed based on consent.

3. How do we store your information and for how long?

Our employees have contractual obligations of confidentiality, enforceable through disciplinary procedures and receive appropriate training on confidentiality and other aspects of Information Governance.

We take organisational and technical measures to ensure the information we hold is secure – such as using secure locations, restricting access to authorised personnel, and protecting personal and confidential information held electronically. We only exchange personal confidential information using secure methods, such as encrypted email.

For the purposes of the North Lincolnshire Open Place Directory data is retained for the time that the service or activity is part of the directory. When a service or activity chooses to leave the directory, data is retained securely within the system for 6 months.

Personal data may be anonymised and kept for a longer period for statistical purposes.

Your Data Protection Rights

Under Data Protection law, you have rights including:

- Your right of access - to ask us for copies of your personal information.
- Your right to rectification - to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - to object to the processing of your personal data in certain circumstances.

- Your right to data portability - to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at inforequest@northlincs.gov.uk, 01724 296224 or North Lincolnshire Council, Church Square House, 30 – 40 High Street, Scunthorpe, DN 15 6NL if you wish to make a request.

How to Complain

The main point of contact at the council for Data Protection matters is our Data Protection Officer (DPO). If you have any Data Protection concerns about the collection of personal data for COVID19 and wish to make a complaint please contact our DPO, as follows:

Phillipa Thornley

Email: informationgovernanceteam@northlincs.gov.uk

Telephone: 01724 296224

Post: North Lincolnshire Council, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL

If you remain unhappy you can also complain to the ICO, as follows:

Website: [Information Commissioner's Office](#)

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113