

Rotherham Metropolitan Borough Council
RECORD OF PROCESSING ACTIVITIES (Article 30)

This describes, in very general terms, the personal data being processed by:

Rotherham Metropolitan Borough Council
Riverside House
Main Street
Rotherham
S60 1AE

Nature of work - Unitary Authority

Description of Processing

The following is a very broad description of the way Rotherham MBC processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the Council has provided or contact the Council directly to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide a range of government services to local people and businesses which include:

- administering the assessment and collection of taxes and other revenue including benefits and grants
- carrying out health and public awareness campaigns
- carrying out surveys
- corporate administration and all activities we are required to carry out as a data controller and public authority
- crime prevention and prosecution offenders including the use of CCTV
- data matching under local and national fraud initiatives
- internal financial support and corporate functions
- licensing and regulatory activities
- local fraud initiatives
- maintaining our own accounts and records
- managing archived records for historical and research reasons
- managing our property
- marketing our local tourism
- promoting the services we provide
- providing leisure and cultural services
- provision of education
- supporting and managing our employees
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- the provision of all non-commercial activities including refuse collections from residential properties,

- the provision of social services
- undertaking research

Type/Classes of information processed

We process information relevant to the above reasons/purposes which may include:

- business activities
- case file information
- employment and education details
- family details
- financial details
- goods and services
- housing needs
- licences or permits held
- lifestyle and social circumstances
- personal details
- student and pupil records
- visual images, personal appearance and behaviour

We also process 'special categories' of information, previously known as 'sensitive data', that may include:

- criminal proceedings, outcomes and sentences
- genetic/biometric data
- offences (including alleged offences)
- physical or mental health details
- political affiliation/opinions
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership

Who information is processed about

We process personal information about:

- carers or representatives
- claimants
- complainants, enquirers or their representatives
- customers
- landlords
- licence and permit holders
- offenders and suspected offenders
- people captured by CCTV images
- professional advisers and consultants
- recipients of benefits
- representatives of other organisations
- staff, persons contracted to provide a service
- students and pupils
- suppliers

- traders and others subject to inspection
- witnesses

Who information may be shared with

We sometimes need to share information with the individuals we process information about and other organisations. Where this is necessary we are required to comply with all aspects of the data protection legislation. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

In certain circumstances, where necessary or required we may share information with:

- courts, prisons
- credit reference agencies
- current, past and prospective employers and examining bodies
- customers
- customs and excise
- data processors
- debt collection and tracing agencies
- educators and examining bodies
- family, associates or representatives of the person whose personal data we are processing
- financial organisations
- healthcare professionals
- healthcare, social and welfare organisations
- housing associations and landlords
- international law enforcement agencies and bodies
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- licensing authorities
- local and central government
- ombudsman and regulatory authorities
- partner agencies, approved organisations and individuals working with the police,
- police complaints authority
- police forces
- other police forces, non-home office police forces
- political organisations
- press and the media
- private investigators
- professional advisers and consultants
- professional bodies
- providers of goods and services
- regulatory bodies
- religious organisations
- security companies
- service providers

- students and pupils including their relatives, guardians, carers or representatives
- survey and research organisations
- the disclosure and barring service
- trade unions
- tribunals
- voluntary and charitable organisations

Organisational Security Measures

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way. We'll only make them available to those who have a right to see them. Examples of our security include:

- 'Encryption,' meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted'
- 'Pseudonymisation,' meaning that we'll use a different name so we can hide parts of your personal information from view. This means that someone outside of the Council could work on your information for us without ever knowing it was yours
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called 'patches')

How long do we keep your personal information?

There's often a legal reason for keeping your personal information for a set period of time, we try to include all of these in our retention schedule, a copy of this document is available on our website in the 'Data Protection and Freedom of Information' Section.

For each service the schedule lists for how long your information may be kept. This ranges from months for some records to decades for more sensitive records.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection legislation.

The majority of personal information is stored on systems in the UK. Although there are some occasions where your information may leave the UK in order to get to another organisation, or, if it's stored in a system outside of the EU.

We have additional protections on your information if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party.

We'll take all practical steps to make sure your personal information is not sent to a country that is not seen as 'safe' either by the UK or EU Governments.

In the unlikely event we would need to send your information to an 'unsafe' location we will always seek advice from the UK's Information Commissioner first.

Further Information

If you have any concerns about how your personal information is handled please contact our Data Protection Officer via our online enquiry form or by writing to us at the address below:

Rotherham Metropolitan Borough Council
Information Management Team
Riverside House
Main Street
Rotherham
S60 1AE

For independent advice about data protection, privacy and data sharing issues, you can contact the regulatory body Information Commissioner's Office (ICO) at:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk.