



## Antisocial Behaviour Investigations Privacy Notice

### Data Controller

Inverclyde Council is the Data Controller. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

### Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at [dataprotection@inverclyde.gov.uk](mailto:dataprotection@inverclyde.gov.uk).

### What information do we need?

We collect and process the following information:

- name
- address
- contact details e.g. phone or email address
- visual images
- video or audio recordings

We also collect and process sensitive information that may include:

- offences (including alleged offences)
- criminal proceedings, outcomes and sentences

### Why we need this information?

Your information is being collected for the following purposes:

- providing council services and responding to enquiries
- processing and determination of any complaints
- crime prevention and prosecution of offenders, including the use of CCTV
- prevention and detection of antisocial behaviour, including the use of CCTV
- increasing public safety and public reassurance
- service improvement and planning
- contacting you by post, email, or telephone
- maintaining our records

### Legal basis for collecting and using information

Inverclyde Council collect and process information about you so that the Council can carry out its functions as a Local Authority. Processing is necessary for the performance of a task carried out in the public interest by the Council. The law gives certain types of information special significance because of its sensitivity e.g. criminal offences (including alleged offences). If we process this type of information about you we do so for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

### What will we do with your information?

All of the information we collect from you will be processed by staff in the United Kingdom.

Inverclyde Council will sometimes need to share information internally as well as with other organisations, such as the recipients or categories of recipients listed below:

- public bodies such as HMRC or other Local Authorities
- Judicial agencies e.g. courts for prosecution of offenders or civil action
- Police Scotland and other criminal investigation agencies
- Health and social care organisations such as the NHS
- Registered Social Landlords

Inverclyde Council will only share information with these organisations where it is appropriate and legal to do so.

This Council is required by law to participate in National Fraud Initiative (NFI) data matching exercises and information may be provided to the Cabinet Office for NFI purposes and will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council will analyse your information internally to help us improve Council services. This data sharing is in our full privacy notice on the Council website. It also forms part of the Council requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

### How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at [Data Protection Policy - Inverclyde Council](#) or you can request a hard copy from the contact address previously stated above.

### Your Rights

Your personal data belongs to you and you have the right to:

- withdraw consent at any time, where the legal basis specified above is consent.
- request access to your personal data
- object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- request rectification or erasure of your personal data, as so far as the legislation permits
- restrict processing in certain circumstances, for example if the information is not accurate

### Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Phone: 0303 123 1113 or visit the Information Commissioner's Office's website –[Information Commissioner's Office \(ICO\)](#) but you should raise the issue with the Council's Data Protection Officer first.

### Automated Decision Making

We will not use your data for any automated decision making.

**More information:**

For more details on how the Council processes your personal information visit [Privacy - Inverclyde Council](#).

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.