

Privacy Notice for Information Requests and Subject Access Requests

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services.

The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858

Our Data Protection Officer is Mr Andy Barton. He can be contacted on ibinning@aylesburyvaledc.gov.uk or telephone 01296 585495.

What information do we have about you:

We will hold your name and contact details and any other information you provide to us.

If you are making a request about your personal data, or are acting on behalf of someone making such a request, then we'll ask for information to satisfy us of your identity. If it's relevant, we'll also ask for information to show you have authority to act on someone else's behalf.

We may collect any information relating to special categories data, which includes health (or any disability you consider you may have), religious or ethnic information.

Why are we using your information?

We need your information so that we can respond to your request and check on the level of service we provide.

If any part of the request relates to, or concerns another organisation/s, we may consult the organisation/s concerned to seek their view on disclosure of the material.

We can use your information because we need to comply with the law and provide you with a service as a public authority.

If any of the information you provide us in relating to your request contains special category data such as health (or any disability you consider you may have), religious or ethnic information, or relates to criminal convictions, we can use it to carry out duties under the law and to safeguard your rights. For more details on your rights, please see the Council's main Privacy Notice – see below.

If you do not give us your information we may not be able to provide with the service.

This information is only used for the reasons above but if we need to use it for any other reason we will normally tell you.

Sharing your information:

We may share your information with the department or team that holds the information you have requested.

We may also share any information provided with other bodies responsible for auditing or administering public funds, and in relation to safeguarding purposes or in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions.

Automated Decision Making

We do not carry out any automated decision making.

Your rights

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe our main Privacy Notice is <https://www.aylesburyvaledc.gov.uk/privacy-notice>

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Manager, on email jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495.