

## **Privacy Notice template for service area to comply with GDPR**

**Privacy Notice** - This notice explains when we collect personal data, what we use it for, who we share it with and your rights.

**Who are we:** *Insert your service name, address and contact details.*

**The lawful basis for processing the information:** *Please insert the legislation that you work to, for example 'Local Government Finance Act 1992'*

**How do we collect information from you:** *Provide a description of how you collect the information* .... is it provided by the data subject or from another source?

For example: Personal data is supplied by service users or by completing 'insert what forms are filled in or by completing our online forms on our website' or by third parties such as .Gov, Landlords and Agents.

**What type of information is collected from you:** *Provide details of the personal data your team collects.* This might include name, address, contact details .. expand on any other types of personal data your service collects.

**How we use the information you have provided:** *Provide a detailed explanation of what you do with the personal data*

**Who has access to the information about you:** *Provide an explanation of who would be able to access the information and why (not names of individual employees).*

**Who we may share your information with:** *Provide details of other service areas and organisations that you may be required to share information with.*

**How long we store your information:** *This will be a link to PPP's retention schedule once it has been completed.*

**Does your service utilise automate decision making?** - individuals have the right not to be subject to a decision when it is based on automated processing unless it is necessary for entering into or performance of a contract between you and the individual, is authorised by law (eg for the purpose of fraud or tax evasion prevention) or is based on explicit consent.

