

# Privacy Statement

## Corporate Enforcement

### Your Data

#### What data we collect

We may collect the following personal data in relation to:

- Name
- Address
- Date of birth
- Contact details
- Nature of enquiry or complaint

#### Why we collect it

Brentwood Borough Council collects this information to process service requests for enforcement purposes under the Crime and Disorder Act 1998 and the Anti-Social Behaviour, Crime & Policing Act 2014.

#### Where it will be stored

Data will be stored securely on Brentwood Borough Council's server. Details about how your data is held securely can be found in our Corporate Data Protection Privacy Notice.

#### Who we will share it with

We will never sell your data, however we may share your personal data between our services and with partner organisations, when it will be of benefit to you, required by law, or to prevent and detect fraud. This may include the police.

#### How long we will keep it

We will only keep your information for as long as necessary. The retention period is either dictated by law or detailed in our Document Retention Policy which can be found on our website. Once your data is no longer needed it will be securely and confidentially destroyed.

#### Your rights

- The right to be informed – this relates to how we use your personal data
- The right of access - You can ask for access to the information we hold on you
- The right to rectification - You can ask to change information you think is inaccurate
- The right to erasure - You can ask to delete information (right to be forgotten) in certain circumstances

- The right to restrict processing - You can ask to limit what we use your personal data for
- The right to data portability - You can ask to have your information moved to another provider
- The right to object – You can object to the processing of your personal data in certain circumstances
- You also have rights in relation to automated decision making and profiling

You can find more information here:

<http://www.brentwood.gov.uk/index.php?cid=2879>

<https://ico.org.uk/>