

DATA SUBJECTS' INFORMATION - Highways Asset Management

To be provided to the data subject at the time of obtaining personal data from them

1. Data Controller

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at [ICO register of data controllers](#).

2. Data Controller Contact Details

We can be contacted by [phone, in person, or in writing](#)

3. Data Protection Officer

Our DPO may be contacted as above or online at dataprotection@wiltshire.gov.uk

4. Purpose of processing

The Highways Asset Management Service will process your personal information for the following purposes:

- maintaining our own accounts and records
- promoting the services we provide
- managing our property
- carrying out surveys
- licensing and regulatory activities
- local fraud initiatives
- crime prevention and prosecution offenders including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

5. Legal basis for processing

Our processing shall be lawful because at least one of the following will apply:

- (a) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (b) processing is necessary for compliance with a legal obligation to which the Council is subject;
- (c) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council;

If your special category data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- (b)
- (c) for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- (d) processing is necessary for reasons of substantial public interest,
- (e)

6. Recipients or categories of recipients

Where necessary and lawful, or when required by legal obligation, we may share information with:

- customers
- family, associates or representatives of the person whose personal data we are processing
- debt collection and tracing agencies
- service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- courts and tribunals
- political organisations
- professional advisers
- professional bodies
- survey and research organisations
- police forces
- data processors
- other police forces, non-home office police forces
- regulatory bodies
- local and central government
- partner agencies, approved organisations and individuals working with the police,
- service providers
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority

7. Retention Period

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Full details of [our retention schedule](#) may be found at: <http://www.wiltshire.gov.uk/freedom-of-information>

8. Your rights

Your rights are set out in in Articles 13 to 22 of the [General Data Protection Regulation 2016](#) and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.

- The right to complain to the [Information Commissioner](#) if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

9. Contracts

The information you are giving us is not a statutory or contractual requirement; or a requirement necessary to enter into a contract. You are not obliged to provide this information.

10. Automated Decision Making

Wiltshire Council does not use automated decision making in respect to your personal information for this service.