

Markets and Town Centre Team

Privacy Notice



Oldham
Council

Date and version	21 May 2018 v1
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What this privacy notice is for

Our core data protection obligations and commitments are set out in the council's primary privacy notice at www.oldham.gov.uk/dataprotection

This notice provides additional privacy information for:

- Individuals or sole traders who engage with the Markets and Town Centre Management function

Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details

What we use your information for

We collect and obtain your personal information for the following purpose(s):

- For the management of Oldham Markets and the Town Centre
- To complete any agreements we may make with you
- For identification purposes
- To communicate with you

What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

In order to carry out these purposes we collect and obtain the following personal information.

Category of personal data	Special/ Sensitive
Your Name	
Your Contact Details	
Your Date of Birth	
A Photograph of yourself	
Evidence of eligibility to work in the UK	

Legal basis for processing

The legal basis for processing and or sharing your personal information is:

- Landlord and Tenant Act – If you fail to provide the information requested, we will be unable to enter into contract with you or to continue in contract with you.
- Immigration, Asylum and Nationality Act 2006
- Communication purposes – Where we have asked and you have consented to be contacted by us (you may withdraw your consent at any time)

Information sharing/recipients

We may share personal information about you with the following organisations:

- Other Council directorates for the provision and improvement of services, and for enforcement purposes
- Other public bodies responsible for auditing or administering public funds or where undertaking a public function, in order to prevent and detect fraud.

As well as information collected directly from you, we also obtain or receive information from:

- Your referees in the form of references

Data Transfers beyond European Economic Area

We do not transfer any of your personal information outside the European Economic Area ('EEA').

Automated Decisions

All the decisions we make about you involve human intervention.

How long we keep your data

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

This ranges from 28 days to 30 years.

Where can I get advice

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in the council's privacy notice which can be found at www.oldham.gov.uk/dataprotection