

## Privacy Notice – Anti-social behaviour

### **What data do we collect?**

- Names
- Addresses
- Nicknames
- Telephone Numbers
- Email Addresses
- Details of incidents
- Witness Details
- Who the ASB/incident has been reported to
- How the incident has affected you, which may involve information about your mental or physical health
- Criminal convictions and offences

### **Sources of data**

- Data held on paper records
- Electronic data
- Sound Recordings
- CCTV recordings
- Verbal data recorded by us as file notes

### **How do we use data?**

- To record, investigate and resolve complaints of anti-social behaviour
- To identify breaches of conditions specified on court orders
- To support local Registered Housing Providers and Private Landlords to take tenancy enforcement action (where applicable)
- To take Civil Law action and assist in Criminal Law proceedings
- To identify any individual support needs
- To liaise with Landlords
- For audit and statistical analysis

### **Basis for Processing**

The Council relies upon Article 6(1)(c) and (e) and Article 9(2)(g) of the UK GDPR for processing personal data in connection with anti-social behaviour, in accordance with its legal obligations and powers under the:

- Anti-Social Behaviour, Crime and Policing Act 2014
- Localism Act 2011
- Environmental Protection Act 1990
- Crime and Disorder Act 1998

## How do we keep data secure and who do we share it with?

Information will be kept safe, secure and confidential and handled with care in accordance with the law. We will only share your information if necessary, to investigate your complaint and tackle the issue of ASB. To do this effectively we may share your information with the following organisations:

- Police and Home Office
- Partner and multi-agency organisations
- Probationary service and Youth Justice Service
- Adult and children's social services
- Next of kin or family members
- Your Landlord

## Retention – How long do we keep your information?

We will retain your information for a maximum of 6 years in line with the Council's retention guidelines.

## Where can I find further information?

Sefton Council is registered as a Data Controller with the Information Commissioner's Office (Registration number- Z6451588). Further details can be found via the Information Commissioner's Office website and on the Council's website, please see links below:

<https://cy.ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>

<https://www.sefton.gov.uk/miscellaneous-pages/privacy-policy.aspx>

## Your data rights

### Right to be informed

This Privacy notice is a way of informing you of how your personal data is used under data protection legislation.

### Data subject rights

You have the right to:

- access your personal data (via a subject access request)
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing

- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
- right to data portability in certain circumstances
- The right to lodge a complaint with the supervisory authority (the Information Commissioner's Office)

## Further information

If you would like further information about this privacy notice, please contact the Anti-social behaviour team via the e-mail address below:

[ASBenquiries@sefton.gov.uk](mailto:ASBenquiries@sefton.gov.uk)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. If we have been unable to help with your enquiry or you are unhappy about the way we have handled your personal data, you can contact the Information Commissioner at <https://ico.org.uk/concerns/> who regulates data handling and can provides more information on the rights available to you.

Sefton's Data Protection Officer can be contacted at:

Telephone: 0345 140 0845

email [ino.information@sefton.gov.uk](mailto:ino.information@sefton.gov.uk)

## Your right to make a complaint

Details about how you can make a complaint can be accessed via the website:

<https://www.sefton.gov.uk/your-council/consultations-complaints-feedback/compliments-comments-and-complaints/>