

Privacy Notice for Area Working

**21 August 2023
V1.0**



Area Working Service

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

This notice provides additional privacy information for:

- People accessing the Area Working Service
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you

- In relation to Area Working Service
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

Purposes

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

- Setting up and supporting Community Alliances for the purpose of increasing social action in the Borough
- Making payments from the area working budget

Categories of personal data

In order to carry out these purposes we collect and obtain:

- Names and contact details of individuals or individuals acting as part of formal and informal community based organisations
- Records of conversations with individuals or groups discussing their priorities for how they can work with others in the community on increasing social action to benefit other residents

Legal basis for processing

The legal basis for processing your personal information is:

- Consent
- It is unlikely that we would hold special category data

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

Information sharing/recipients

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

- Voluntary sector organisations in their activities supporting individuals and community groups increasing social action to benefit residents of the borough e.g. Bolton CVS or Bolton at Home in their activities in this area

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

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

- Other agencies engaged in increasing social action to benefit residents

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

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 and in line with the council's data retention policies.

Rights of individuals

You have certain rights in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at www.ico.org.uk

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk.

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

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