

Service name: Warwickshire County Record Office

Last updated: January 2018

The following privacy notice applies to formal applications for an individual's own personal data.

Purpose for processing and legal basis:

Providing access to personal information that the council holds.

Responding to a formal request for an individual's own personal data is necessary for compliance with a legal obligation under the General Data Protection Regulation.

Personal information collected:

- Name
- Contact details
- ID
- Correspondence

We may share your information with:

We use an external hosted system, ManageMyRequests, under contract to record your information and request. iCaseworks Ltd are the Data Processor providing the hosted system, but will only access data to resolve technical problems under strict contractual terms. The system is hosted within the EEA.

We may also need to contact the body who created the relevant records to consult them about the disclosure of information to you. Your information request will be shared with them as part of this process.

How long we will hold your information:

3 years

Your information rights:

See our overall privacy notice at www.warwickshire.gov.uk/privacy for contact details and if you have a complaint about your information rights.

Your information rights for this service are set out below.

Access to your personal information - contact us by email at: recordoffice@warwickshire.gov.uk

Rectification of your personal information - contact us by email at: recordoffice@warwickshire.gov.uk

Erasure of your personal information - contact us by email at: recordoffice@warwickshire.gov.uk

Restrict processing - contact us by email at: recordoffice@warwickshire.gov.uk

Object to processing - contact us by email at: recordoffice@warwickshire.gov.uk

Your rights and further information

See www.warwickshire.gov.uk/privacy for further information on how we process your information including contact details.