



Privacy Notice - Heritage Information & Database

Who Will Be Responsible For My Data Once It Is Collected?

Warrington Borough Council will be responsible for the data once it is collected.

Why Do You Need My Information?

Warrington Borough Council wants to ensure that we have a comprehensive database of all professional or volunteer-led organisations, societies, groups and friends whose work supports or celebrates any aspect of Warrington's heritage.

We are gathering a comprehensive database of local heritage groups to support the cultural ecology of Warrington Borough.

What Allows You To Use My Information?

The legal basis for processing your information in line with the General Data Protection Legislation is:

Article 6 (1) (a) the data subject has given consent to the processing of their personal data for one or more specific purposes.

What Type of Information Will Be Processed?

Warrington Borough Council will process both personal and non-personal information.

Personal Contact Details

- Name
- Email address
- Telephone number

Information about the group

- Name of group/organisation
- Position in group/organisation
- The category of heritage organisation your work falls into and the work you do
- Postcode of your group/organisation (providing your postcode helps us to evaluate the areas of Warrington where heritage activity takes place. It will only be used for this purpose)

Social Media information

- Website
- Twitter
- Instagram
- Facebook

- YouTube channel

Who Will My Information Be Shared With?

Warrington Borough Council will not share your personal details with external partners or heritage organisations without contacting you and asking for your permission to do so.

Warrington Borough Council may share anonymised information.

Do I Have To Provide This Information And What Will Happen If I Don't?

The information is provided entirely voluntarily but will allow the Council to use the information you provide to update you on:

- Upcoming heritage events across the borough, or other events which may be relevant to the heritage sector
- Funding or support for heritage organisations, at a national, regional or local level
- Opportunities to take part in discussions about future heritage plans and contribute to Warrington's heritage strategy
- Opportunities to take part in planning for whole-borough heritage events, such as Heritage Open Days
- Volunteering opportunities

How Long Will You Keep This Data For And Why?

The information will be retained for 5 years.

How Will My Information Be Stored?

The information will be stored on a secure database held by Warrington Borough Council.

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act 2018 (General Data Protection Regulation), you might have more rights about what happens with your data.

As different rights apply in different situations each request will be assessed on a case by case basis.

- 1. Right of Access (formerly Subject Access Request)** - you have the right under the Data Protection Act 2018 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our [webpages on Requests for Information](#).

- 2. Right to be informed** – as detailed through this Privacy Notice.

3. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
4. **Right to erasure** – depending on the legal basis for processing your information, you could have the right to have personal data erased.
5. **Right to restrict processing** – depending on the legal basis for processing your information, you have the right to reduce or stop the processing of your data.
6. **Right to data portability** – depending on the legal basis for processing your information, you have the right to obtain and reuse any electronic data we hold about you.
7. **Right to object to processing** – where processing your personal information is required for the performance of a public interest task (see above), you have the right to object.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below: Use the [online complaints form](#).

- Email us at contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Contact Warrington, PO Box 5, New Town House, Warrington WA1 2NH
- Visit us at: Contact Warrington, 26-30, Horsemarket Street, Warrington WA1 1XL

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: <https://ico.org.uk/>

Will This Information Be Used To Take Automated Decisions About Me?

No your information will not be used for any automated decisions

Will My Data Be Transferred Abroad and Why?

No your information will not be transferred abroad