



Lewes District Council



Working in partnership with **Eastbourne Homes**

Privacy Notice for Shop Local and Eat Local Website

Why we are collecting your data

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to provide the Shop Local and Eat Local website. We will only collect the personal data from you we need in order to provide the service you have requested.

What is the legal basis for processing this data?

We will only process personal information about you if one of the conditions below applies.

- You have given your consent
- If there is a legal obligation
- Or, in certain circumstances, if it is in our legitimate interest to do so

What we collect

We may collect the following information:

- Contact information including name, business name, address, email and telephone number
- Demographic information such as postcode, preferences and interests

Why we are collecting your data

We require your information to understand your needs and provide you with a better service.

- We may use the information to improve our products and services
- If you have consented we may periodically send information about business support and business bulletins or other information which we think you may find interesting

Who will your information be shared with?

We may disclose information to third parties where it is necessary, either to comply with a legal obligation, or where permitted under data protection legislation.

The councils are required by law to protect the public funds they administer and may use any of the information you provided for the prevention and detection of fraud. Only information you have agreed to have published on the Eat Local or Shop Local website will be published online.

We will not

- Use your information for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad
- Make decisions about you based on automated processing.

How long will we hold your data for?

Your customer and business information will be kept for as long as you chose to have your details on the website.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

Links to other websites

This privacy notice does not cover the links within this site to other websites. Once you have used these links to leave our site you should note that we do not have any control over that other website. We, therefore, cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites. You should exercise caution and read the privacy notice applicable to the website you visit.

Authentication

Since no authentication of visitors is provided on this site the council cannot be held responsible for any acts of impersonation and will assume all information submitted is genuine unless there is reason to doubt its authenticity

Your rights

You are entitled to request a copy of any information about you that we hold.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

You have the right to object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk

Identity of Data Protection Officer

Oliver Dixon, Senior Lawyer

Contact details

1 Grove Road, Eastbourne BN21 4TW

Email: accesstoinformation@lewes-eastbourne.gov.uk

Tel: 01323 410000