

Corporate Services Privacy Notice

Corporate Services deliver the following services:

- Internal Audit
- IT Services
- Corporate Communications
- Elections Service
- Employee Records and Payroll
- Pensions (via Hampshire County Council and Zurich)
- Revenues and Benefits
- Finance
- Shared Legal Services
- Committee Services
- Leisure
- Corporate Performance
- Procurement and Contracts
- Customer Services
- Climate Change
- FOI and EIR requests
- Commercial Property Services (in conjunction with Technical and Environmental Services)

The privacy notice below highlights what we do with the information you give us when you use these services at Hart District Council (the Council).

You have specific rights in relation to the data that you provide to the Council. To find out more, including [how to make a request](#).

Service Area covered by this Privacy Notice	Purpose of the Processing	Lawful Basis for Processing Personal Data	Categories of Personal Data being Processed	Special Categories of Personal Data being Processed (if appropriate)	Conditions for Processing Special Categories of Personal Data	Who the Data might be shared with
Internal Audit	<p>The Council processes personal information for the following purposes:</p> <ul style="list-style-type: none"> • to provide assurance over the Council's systems of governance, risk management and internal control; • to make provision for internal audit in accordance with the Public Sector Internal Audit Standards; • to perform consultancy and advisory services related to governance, risk management and 	<p>Legal Obligation</p> <p>Public Task</p>	<p>Name, address, date of birth, telephone number, occupancy status, occupancy dates, employment details, pension details, unique taxpayer reference, income and expenditure details, NI number, e-mail address, name of dependents, photo ID, financial Information, including bank</p>	<p>Nationality, health data, ethnic origin, religion, trade union membership, sexual orientation</p>	<p>Substantial public interest</p>	<p>Staff, National Fraud Initiative, external audit (Basingstoke and Deane Borough Council and Ernst & Young), Ombudsman, the Cabinet Office, Department for Work and Pensions, other local authorities, Five Councils Partnership Central Client, Wokingham Borough Council shared audit and investigation service, other external audit</p>

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	internal control as appropriate; <ul style="list-style-type: none"> to safeguard resources and assets, including data; to advise on commissioning and procurement; investigating errors and allegations of fraud and corruption. 		details, Disclosure and Barring Service information, benefit Information, grant Information, revenues information, supplier details, customer details, payroll information			providers, NHS (Test and Trace)
IT Services	The Council uses your personal data to deliver IT services to you. This includes: <ul style="list-style-type: none"> the provision and operation of user IDs, e-mail accounts and 	Public Task Legitimate Interests	Name, e-mail address, mobile number, IP address, image, location data, video and voice recordings	Not applicable	Not applicable	Staff

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	<p>mobile telephones;</p> <ul style="list-style-type: none"> • your inclusion in internal directories; • the use of authentication systems; • assessments of the usage and effectiveness of the Council's IT services; • supporting, monitoring and ensuring the quality and security of the networks, systems and services operated (including monitoring your use of those 					

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	<p>facilities in accordance with Council policies), and for training purposes;</p> <ul style="list-style-type: none"> to record virtual staff meetings to inform staff who are unable to attend the meetings. 					
Corporate Communications	<p>The Council may use your personal data for the following reasons:</p> <ul style="list-style-type: none"> to deal with media enquiries; use of photographic images in Council publications and on our website; to collect information from 	<p>Public Task</p> <p>Consent</p> <p>Legal Obligation</p> <p>Legitimate Interest</p> <p>Contract</p>	<p>Name, address, e-mail address, telephone number, social media contacts, profile name, IP address, postcode, comments / images / moving images posted on</p>	<p>Ethnic origin, content of webchat</p>	<p>Substantial public interest</p>	<p>Rushmoor Borough Council, Basingstoke and Deane Borough Council, Capita, Serco, mySociety (owner of the data), members of the public, third parties, public records, Gambling</p>

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	residents for different activities; <ul style="list-style-type: none"> • online reporting of community issues; • engage online with residents and businesses; • image sharing online and comments; • to keep businesses/media contacts up to date with Council news; • to process and assess applications for the Hart Lottery. 		public social media channels, photos			Commission, Gatherwell, Police, staff, Sprout Social, Facebook, Instagram, LinkedIn, Twitter, Mailchimp, Google Analytics (if optional cookies enabled), YouTube, Siteimprove, SurveyMonkey, Councillors
Elections Service	Please see www.hart.gov.uk/elections/help-advice for details of the Elections Service Privacy Notice					
Employee Records and Payroll	The Council uses your personal data to maintain	Contract	Name, address, e-mail address,	Passport, driving licence etc. (right to work checks),	Exercising obligations and specific	Disclosure and Barring Service, Staff, Cycle to

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	<p>employee records over the course of your employment with the Council, including permanent or temporary appointments and employment undertaken on an ad hoc or casual basis. This includes employee records held in the MyView. Personal data is also processed to support business continuity and civil contingency planning and to contact staff, or next of kin, in an emergency.</p> <p>The personal data you provide is also</p>	<p>Legal Obligation</p> <p>Public Task</p> <p>Consent</p> <p>Legitimate Interests</p>	<p>telephone number, NI number, date of birth, gender, marital status, qualifications, marriage certificate, bank details, next of kin/emergency contacts, vehicle details, childcare information, training records, salary details, job profile, photos and images</p>	<p>health data, sickness history</p>	<p>rights of the controller in the field of employment law</p> <p>Necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee</p> <p>Explicit consent</p>	<p>Work Scheme, Specsavers, Computershare, School/Childcare provider, Boots, Rightsteps, PAM OH, Home of HR, Zellis, specialist HR employees of the following councils are granted access to the ResourceLink system, under the novation agreement with Zellis: Havant Borough Council, Mendip District Council, South Oxfordshire District Council</p>

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	<p>used to enable the Council to pay employees (including occasional and casual employees) and Councillors, make deductions where necessary or required by law, such as tax, NI and pension contributions. It is also to enable payments for services opted into by the employee, for example the “Cycle to Work Scheme”, PAM Assist etc.</p> <p>The Council also processes your personal information</p>					<p>and Vale of White Horse District Council, Corporate Medical Services, National Fraud Initiative, PAM Assist, contract owners (HR)</p>

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	to provide you with access to specialist occupational health practitioners and to promote and maintain the health and wellbeing of staff.					
Revenues and Benefits	<p>The Council uses your personal data to:</p> <ul style="list-style-type: none"> • bill, collect and recover Council Tax and Business Rates. This includes managing resident contact and to facilitate debt recovery and prosecutions for non-payment; • mobile phone numbers may be 	<p>Legal Obligation</p> <p>Public Task</p> <p>Contract</p>	Name, address, e-mail address, telephone number, date of birth, NI number, financial and banking information, occupancy status, occupancy dates, employment and benefit details, income	Health information (mental or physical), ethnic origin (including Nationality, residency, immigration and sponsorship details), sexual life or sexual orientation, disability details	<p>Substantial public interest</p> <p>Employment, social security and social protection (if authorised by law)</p> <p>Archiving, research and statistics</p>	Capita, DWP, HMRC, staff, TelSolutions, Central Client Team, Government departments and agencies (for example, Department for Business, Energy and Industrial Strategy), the National Fraud Initiative, debt recovery

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	<p>processed to send payment reminders by text message;</p> <ul style="list-style-type: none"> • process housing benefit applications; • ongoing monthly supply of property level Council Tax data to the Office for National Statistics for its use regarding its statutory functions in accordance with the Statistics and Registration Service Act 2007 (this is a new purpose, as from 13/02/2021, as set out in law); 		<p>and expenditure details, details of third parties authorised to act on behalf of residents, family composition, preferred language, marital status, Primary Benefit information, other benefit, verification and claim details, care details, other income details, property and capital details, personal or occupational pension</p>			<p>agencies, solicitors, employers, Ombudsman, Amazon Web Services, Citizens Advice Hart, Office for National Statistics, Valuation Office Agency, other local authorities, Action Fraud, National Anti Fraud Network, credit reference agencies, NHS (Test and Trace), courts</p>

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	<ul style="list-style-type: none"> to process business grant claims and identify fraud and corruption. 		details, business type, rateable value, debt recovery information, legal information, statutory returns, information on any custody, residential care or hospital stays, unique taxpayer reference, business name, business address, company registration, VAT number, supporting information,			

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			proof of trading documents, and IP address			
Finance	<p>The Council may use your personal data for any of the following purposes:</p> <p>Statutory requirements such as reporting to central Government, collection of council tax and rates, regulatory, licensing and enforcement functions, collection of debt, collection of overpaid benefits, prevention and detection of crime such as fraud, payroll transactions, traded services, the collection of charges</p>	<p>Legal Obligation</p> <p>Public Task</p>	<p>Name, address, telephone number, e-mail address, bank details, payment transaction details, date of birth, national insurance number, financial information</p>	<p>Medical details</p>	<p>For the establishment, exercise or defence of a legal claim or whenever a court is acting in their judicial capacity</p> <p>Substantial public interest</p> <p>Preventing or detecting unlawful acts</p> <p>Protecting the public against dishonesty</p> <p>Preventing fraud</p>	<p>Banks, Mendip District Council, external audit, National Fraud Initiative, Police, other local authorities, judicial entities such as the Court, Government departments such as HMRC or the DWP, Councillors, MPs, contractors providing IT services, bailiffs and investigative agents, fraud prevention and detection</p>

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	made for services provided and for facilitating insurance claims.				Suspicion of terrorist financing or money laundering	agencies, bodies responsible for auditing and administering public funds, credit reference agencies, staff, Ministry of Housing, Communities and Local Government, Department for Business, Energy and Industrial Strategy, Rushmoor Borough Council, Capita, Five Councils partnership, PSTAX, insurance brokers and

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						providers, Basingstoke and Deane Borough Council Shared Legal Services, Everyone Active, Serco, Link, solicitors
Shared Legal Services	<p>The Council may use your personal information for various functions. These include:</p> <ul style="list-style-type: none"> • to undertake legal work to draw up a contract; • to issue licence for grazing on or use of Council land; • to issue lease or licence for commercial properties/land; 	<p>Legal Obligation</p> <p>Contract</p> <p>Public Task</p>	<p>Name, address, telephone number, e-mail address, amount of rent paid for commercial premises, card details, details of offence, information relating to debt, third party details, other information (for</p>	<p>Previous conviction data, medical or other sensitive data</p>	<p>Legal claims or judicial acts</p>	<p>Basingstoke and Deane Borough Council Shared Legal Services, staff, other parties to contracts, leases, licences and other agreements, customers, suppliers, third parties, court, external counsel, tracing agents, Police, other relevant</p>

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	<ul style="list-style-type: none"> • the legal process of selling parcels of Council-owned land; • payments received legal transaction; • to institute and/or defend legal proceedings; • to comply with legislative requirements; • pursuant to statutory powers; • in exercise of statutory powers. 		example, property information and ownership details, tenancy agreements, personal information in sworn statements, photographs of dwellings, personal history, personal details of other current or former residents etc.), details of complaints, details of individuals			agencies, regulatory bodies (for example, ICO, LGSCO etc.)

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			subject to surveillance			
Committee Services	<p>To assist with public engagement in the democratic process the Council may hold your personal information in the following instances:</p> <ul style="list-style-type: none"> • petitions; • questions; • those wishing to address committee. <p>The Council also holds the details of Councillors.</p>	<p>Public Task</p> <p>Legal Obligation</p>	<p>Name, address, telephone number, e-mail address, live streamed images, photos</p>	<p>Political data</p>	<p>Substantial public interest</p>	<p>Councillors, Parish Councils, Ombudsman, Trading Standards, YouTube, public record, third parties, staff, Hampshire County Council, residents, Modern.Gov</p>
Leisure	<p>The Council may use your personal data to record accidents that may have occurred in the leisure centres and</p>	<p>Legal Obligation</p> <p>Public Task</p>	<p>Name, address, telephone number, e-mail address, age</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Health and Safety Executive, insurance companies, BDBC Legal</p>

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	for handling customer complaints.					Services, Councillors, Parish Council, Trading Standards, staff
Corporate Performance	The performance management system is used by the Council to help make decisions.	Contract	(Staff) Name, e-mail address, telephone number	Not applicable	Not applicable	Corporate Performance System (Pentana), staff
Procurement and Contracts	The Council may use your personal data for the performance of a contract or to take steps to enter into a contract	Contract	Name, address, e-mail address, telephone number, contact details of partners and subcontractors, individuals' CVs as part of the tender process	TUPE related information relevant to staff personal information (when applicable)	Employment, social security and social protection	Staff, External consultants, other local authorities
Customer Services	Customer data is collected from telephone calls and	Public Task	Name, address, e-mail address,	Ethnicity (as a consequence of	Substantial public interest	Basingstoke and Deane Borough Council Contact

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	e-mails and forwarded to services	Legal Obligation	telephone number, voice recording, vehicle registration number, financial information	recording salutation and names)		Centre, Capita Reception, staff, Councillors
Climate Change	<p>The Council may use your personal data for the following reasons:</p> <ul style="list-style-type: none"> • to promote the building insulation grants scheme; • to maintain a general contact list. 	Contract Consent	Name, address, e-mail address, telephone number, bank account details	Evidence of benefit	Substantial public interest	Staff, private sector housing, housing associations, grants provider
FOI and EIR requests	The Council uses your personal information to provide the information requested.	Legal Obligation	Name, address, e-mail address, telephone number	Not applicable	Not applicable	Staff, other local authorities

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Commercial Property Services (in conjunction with Technical and Environmental Services)	The Council uses your personal information to manage its property assets, deliver key development projects and manage the Council's commercial property investment portfolio.	Contract Legal Obligation Consent	Name, address, e-mail address, telephone number, age bracket, date of birth, NI number, financial and company details	Medical / health information	Substantial public interest	Staff, lettings agents, contractors, BDBC Legal Services, managing agents, external legal services

You can find out how long the data will be kept for by seeing our [Retention and Disposal Schedule](#).