



## Privacy Notice – ICT

<p><b>Introduction</b></p>	<p>ICT at Ipswich Borough Council ('the Council') provides this privacy notice to you to help you understand how we collect, use and protect your Personal Data.</p> <p>It is aimed at employees, contractors, temporary workers, members and any other individual who processes personal data for or on behalf of the Council.</p> <p>When reading this document please note that we use the terms 'Personal Data' and 'Personal Information' interchangeably.</p> <p>For information on how the Council generally processes and protects your personal information please view our Staff Privacy Notice, which is provided by HR.</p> <p>The Data Protection Officer for Ipswich Borough Council is Siobhan Martin, Head of Internal Audit. She can be contacted at <a href="mailto:dataprotection@ipswich.gov.uk">dataprotection@ipswich.gov.uk</a></p>
<p><b>Definitions used in this Notice</b></p>	<p><b>Personal Data</b> means any information related to an identified or identifiable living individual- known as a '<b>data subject</b>'.</p> <p>An individual is regarded as identifiable if they can be identified, directly or indirectly from the information.</p> <p><b>Processing</b> means any operation which is performed on information such as. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.</p> <p><b>Data Controller</b> determines the purposes and means of processing personal data.</p> <p><b>Data Processor</b> is an individual or entity that processes personal data on behalf of the Data Controller</p>
<p><b>Who we are and what do we do:</b></p>	<p>More detail is provided below but, briefly, ICT is an internal service responsible for implementing and supporting the core ICT applications that underpin Service Areas' service delivery. It provides a reliable fit-for-purpose ICT infrastructure, including networks, servers, data-storage and laptops etc. It is also responsible for providing flexible working solutions, office functionality, data backups and appropriate levels of Cyber Security.</p>



<p><b>How we lawfully process Personal Data</b></p>	<p>The Council is the 'Data Controller' for the information which is collected and further processed. This means we are responsible for deciding how we use your information.</p> <p>The law allows us to process your personal data in several potential ways:</p> <ul style="list-style-type: none"> <li>a) As part of the employment contract between the Council and you</li> <li>b) where the Council needs to comply with any legal obligation placed upon it</li> <li>c) to enable the Council (the effective operation, maintenance, security and resilience of its systems) or a third party (such as the Police) to pursue their legitimate interests</li> </ul> <p>Where we process any information relating to criminal convictions or offences (including allegations) we will only do so where the law allows us to.</p>
<p><b>How the law protects you:</b></p>	<p>The UK GDPR and the DPA 2018 set out how we can lawfully use personal information. Complying with the law protects individuals from harm and the Council will only ever process your information where we are legally able to.</p>
<p><b>Our responsibilities</b></p>	<p>The UK GDPR and the DPA 2018 provide us with our main responsibilities for processing personal data.</p> <p>All personal information provided by you is held securely.</p> <p>For further information on our responsibilities, please see <a href="https://www.ipswich.gov.uk/content/privacy-policy">https://www.ipswich.gov.uk/content/privacy-policy</a>.</p>
<p><b>Your rights:</b></p>	<p>The UK GDPR and DPA 2018 provide you with the following rights:</p> <ol style="list-style-type: none"> <li>1. The right to be informed</li> <li>2. The right of access</li> <li>3. The right to rectification</li> <li>4. The right to erasure</li> <li>5. The right to restrict processing</li> <li>6. The right to data portability</li> <li>7. The right to object</li> <li>8. Rights in relation to automated decision making</li> <li>9. The right to withdraw consent</li> <li>10. The right to complain</li> </ol> <p>Requests in relation to your rights should be directed to the Council. A request can be made verbally but we would prefer for you to do so in writing, by email to <a href="mailto:dataprotection@ipswich.gov.uk">dataprotection@ipswich.gov.uk</a> -or (in</p>



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	<p>the case of a request for a copy of your personal data) using the <a href="#">Subject Access Request Online Form</a>.</p> <p>When we receive a request from you in writing, we must normally give you access to everything we have recorded about you. However, we will not let you see any parts of your record which contain:</p> <ol style="list-style-type: none"> <li>1. Confidential information about other people</li> <li>2. Information a care professional thinks will cause serious harm to your or someone else's physical or mental wellbeing; or</li> <li>3. Information that could obstruct a criminal investigation if it were disclosed to you.</li> </ol> <p>For further information on your rights, please see <a href="https://www.ipswich.gov.uk/content/privacy-policy">https://www.ipswich.gov.uk/content/privacy-policy</a>.</p> <p>If you are unhappy with the way the Council has processed your information, please contact <a href="mailto:dataprotection@ipswich.gov.uk">dataprotection@ipswich.gov.uk</a> The Council will look into your concerns for you. If after that if you are still unhappy you may contact the Information Commissioner's Office. Their contact details are available at <a href="http://www.ico.gov.uk">www.ico.gov.uk</a></p>
<p><b>Your responsibilities</b></p>	<p>You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.</p>
<p><b>When do we collect information about you?</b></p>	<p>We collect information about you from different places such as information received directly from you when you apply to work for or with the Council, seek assistance from us or during our day to day relationship.</p>
<p><b>What information do we collect, maintain and use?</b></p>	<p>We will only collect and use the information we need to.</p> <p>The information which we will collect, maintain and make use of may include:</p> <p>Your name,          Job title          Service area          Email address          Personal telephone number          Home address          I.T equipment issued to you and when          Applications available to you          Access permissions          Your Internet Protocol (IP) address</p>



	<p>Your usage records of our telephony, email, domain, intranet and internet resources including logons.          Any I.T related issues you have          Our contacts with you and resolution of the issue.          Training records</p>
<p><b>How do we use your information?</b></p>	<p>To monitor use of hardware, software and internet related resources- including email and the use of the intranet/ internet including details of sites visited and time taken.</p> <p>Done to monitor activity generally but specifically for compliance with the following policies:</p> <p>Internet and Telephony Usage          Email          Information Security          Passwords          Protective Marking</p> <p>Where behaviour of concern is noted or there has been a suspected breach of a policy then the information may be passed to HR (for the purpose of potential disciplinary action) or to the Police/ other crime enforcement agencies.</p> <p>To allocate hardware, software and mobile devices (employees and Councillors only)          To manage employee and Councillor ICT accounts          To manage threat analysis          Service delivery          Service improvement and planning</p> <p><b>Automated processing/profiling:</b></p> <p>The ICT performs some automated scanning of activity and correlation of results. This scanning may flag threats and vulnerabilities which may warrant further investigation.</p>
<p><b>How long do we keep your information?</b></p>	<p>We will only keep your personal information for as long as necessary</p> <p>After this time, your personal information will be deleted from our system</p> <p>You have the right to request that your personal information is deleted at any time, however whether this is possible will depend on the reasons why the data is processed. The Council will consider your request and comply where possible. If it is not possible, we will explain the reasons to you.</p>



<b>Transferring your information overseas</b>	Web analytics by Google Analytics may be held outside the EU under contract but it will then be anonymised. No tracking occurs.
<b>Data sharing</b>	<p>We may share your personal information with:</p> <ul style="list-style-type: none"> <li>Your Manager</li> <li>HR</li> <li>Other individuals</li> <li>Internal Audit</li> <li>IT suppliers</li> <li>The Police and other crime enforcement agencies</li> <li>HMRC</li> </ul>
<b>National Fraud Initiative NFI</b>	<p>We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see <a href="https://www.ipswich.gov.uk/content/privacy-policy..">https://www.ipswich.gov.uk/content/privacy-policy..</a></p>