

## Operations and Greenspace Privacy Notice

Our core data protection obligations and commitments are set out in the Council's Corporate Privacy Notice and on our website at [Data Protection – Privacy Notice](#).

This notice provides additional privacy information for individuals who engage with the Operations and Greenspace service, which covers the following areas and services:

- Street Cleansing;
- Graffiti Removal;
- Grounds Maintenance;
- Arboriculture Unit;
- Playground Maintenance;
- Football Pitch Renovations;
- Parks and Land;
- Countryside;
- Allotments
- Fly Tipping.

### **Purpose(s)**

We collect and obtain your personal information for the following purpose(s):

- To complete any agreements we may make with you;
- To communicate with you;
- For the management of Tameside Greenspace including billing for services received;
- When you pay for the services we provide;
- When dealing with enquiries and/or complaints received by you;
- When dealing with enquiries relating to environmental crime;
- When we acquire evidence as part of an investigation for enforcement purposes.

### **Categories of personal data**

In order to carry out these purposes we collect and obtain:

- Name (and previous names if applicable);
- Age and Date of Birth;
- Address;
- Contact details (telephone number(s) and email address);
- Emergency contacts (Volunteers only);
- Names/addresses/business/person(s) enquired/complained about;
- Details collected in our visits/investigations and enforcement actions;
- Photographs/Videos/images;
- Financial records and documents located in fly tipped waste.

## Special category data

We may also collect special category of personal data that may include:

- Physical and mental Health data (for example, any disabilities/additional needs, illnesses, mental health problems and any medication and support you receive in relation to these physical and mental health factors). This is collected in respect of volunteers only for safeguarding reasons;
- Records and documents containing sensitive or special category data located in fly tipped waste

## Legal basis for processing

We collect and use your personal information because:

- It is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract under GDPR Article 6(1)(b);
- It is necessary for compliance with a legal obligation or statutory function of the Council under GDPR Article 6(1)(c). Such legal obligations and statutory functions are as set out in, but not limited to:
  - Environmental Protection Act 1990;
  - Clean Neighbourhoods and Environment Act 2005;
  - Public Health Act 1936;
  - Any other relevant legislation;
- It is necessary under GDPR Article 6(1)(e) for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council, or
- You have given your consent under GDPR Article 6(1)(a).

We also collect special category under GDPR Article 9(2)(g) for reasons of substantial public interest, in order to ensure the safe operation of our volunteering service so that in the event of an emergency, we can safely meet our volunteers' needs.

## Where has your personal information come from?

Most of the personal information that we hold is provided by you when engaging with the service.

We may store and disclose your data without your consent where we have a legal obligation, for example, in relation to prosecutions and court proceedings.

## Who will we share your information with?

We may collect and share personal information about you with the following types of organisations:

- Allotment Association Committee Members (Site B);
- Other Council Services;
- Greater Manchester Combined Authority (GMCA) and other Local Authorities for regional reporting;
- Commissioned Partners;
- Environment Agency;

- Other Local Authorities;
- Registered Social Landlords such as Jigsaw Housing Group, Irwell Valley Homes and Onward Homes etc.

### How long will we keep your data for and why?

We will only retain information for as long as it is necessary to provide services to you and/or for as long as required by us in order to comply with statutory retention periods.

### Transferring data outside the European Economic Area (EEA)

Your information is not processed outside of the European Economic Area.

### Your rights

Information about exercising your rights can be found on the council's website [Exercising Your Individual Rights](#).

### Security

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

### Data Protection Officer

If you have any questions or concerns about how we use your personal information, please contact the Data Protection Officer at [information.governance@tameside.gov.uk](mailto:information.governance@tameside.gov.uk) or by calling 0161 342 8355.

### Automated Decisions

For this service, all the decisions we make about you involve human intervention.

### Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details on our [Data Protection page](#).