

## Corporate Printing and Postal Bureau Service

July 2020

The Corporate Printing and Postal Bureau Service provides the council with the facility to send large print/post mail out to customers and/or staff by using an external provider (Digi-Mail).

This notice describes how we will use your personal data when to provide this service to you. The Council will be using existing personal data held by the department that wishes to use the Corporate Printing and Postal Bureau Service. Therefore this Privacy Notice act as a notification of a change of use of your personal data.

### Personal data to be processed.

We only collect and use the minimum personal information required to deliver your service. Wherever possible we use non-identifiable personal information. The services may use some or all of the personal information below:

- names, address and contact details
- family relationships and friendships
- lifestyle and social circumstances
- date of birth
- employment and education details
- health information
- racial or ethnic origin
- religious or other beliefs of a similar nature
- criminal proceedings, outcomes and sentences
- financial details
- visual images, personal appearance and behaviour
- licences and permits held
- goods and services information
- business activities
- trade union membership
- political affiliation and opinions
- offences, including alleged offences
- housing needs
- case file information

### Agencies we might share the information with.

Personal data will be shared with an external provider to complete printing and postal services (Digi-Mail).

We get most of this information from you, but we may also get some of this information about you from the courts, other local authorities, other government agencies, e.g. Department for Education, members of the public, employers, and claimants.

### How do we use your personal information?

We use your information for one or more of the following reasons:

- deliver the service, or handle your query
- to plan and improve the service we offer
- to detect and prevent crime or fraud
- for research, however this would be in anonymised form unless we ask for your consent to use your personal information for this purpose
- marketing – with your consent

### Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where it is necessary or required by law. We will only share the minimum information for each circumstance. We may sometimes need to share some of your personal information with one or more of the following:

- police
- other government agencies, e.g. Department for Education, HMRC, the Health and Safety Executive, Cabinet Office, the Planning Inspectorate
- Office of the Public Guardian
- Land Registry
- other local authorities
- health agencies
- education providers
- Youth Offending Service
- other ECC services
- judicial agencies, e.g. courts
- commissioned partners
- employee representatives
- client departments
- legal representatives of other parties
- parties to proceedings
- barristers chambers and external counsel
- regulatory bodies
- Children and Family Court Advisory and Support service
- Safeguarding boards
- Safeguarding partners
- HM Prison Service
- insurance companies and brokers
- counter fraud partners
- external auditors
- Information Commissioner's Office (ICO)
- general public – in the event of a public inquiry or published applications

We may also use Data Processors to support these activities, for example by providing the systems we need or delivering services on our behalf. To deliver the Printing and Postal Bureau Service the Council data processor is [Digi-Mail](#).

### Who is the Data Controller for this processing?

Rutland County Council is the Data Controller for this processing.

We may use your information for the prevention and detection of fraud and crime, this may include sharing your personal information with external agencies that could lead to some services being declined.

### What is the legal basis for our use of your personal information?

Under the General Data Protection Regulation (GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- Contract  
The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- Legal obligation  
The processing is necessary for you to comply with the law (not including contractual obligations).
- Public task  
The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Under the General Data Protection Regulation (GDPR), the legal basis/bases we rely on for processing Special personal information for general purposes are:

- Substantial public interest  
The processing is necessary for reasons of substantial public interest, on the basis of law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- Public health  
The processing is necessary for reasons of public interest in the area of public health.

Further information can be found by looking at our [full privacy notice](#) or by contacting Rutland County Council Data Protection Officer – [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk)

### How long will we keep your personal information?

Information regarding how long we will keep your personal data can be found by looking at our [data retention](#) page on the website.

### Your rights

The law gives you a [number of rights](#) to control what personal information is used by us and how it is used by us.

You can obtain further information about these rights from the Information Commissioner's Office.

You also have the right to lodge a complaint in relation to this summary notice, the full privacy notice or our processing activities. Information on how to do this can be found [here](#). Alternatively you can contact the Information Commissioner's Office.

Postal address:  
Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow

Cheshire  
SK9 5AF  
Website: [lco.org.uk](http://lco.org.uk)  
Telephone: 0303 123 1113

For information regarding the General Data Protection Regulations (GDPR) and how the Council will process your information please visit our [website](#).