

Information Governance Unit

Data Protection Act 1998 Guidance Sheet For Public

Your rights

What is Data Protection?

The Data Protection Act 1998 governs the processing of personal data by public bodies and private sector organisations. It is there to protect your privacy and personal data as an individual. As a *data controller* Staffordshire County Council must follow the rules laid down in the Act for “good information handling” when processing personal information.

What are my rights under the Act?

Under the Data Protection Act an individual (known as a *data subject*) has several rights which must be upheld

Details about processing

You have a right to know what data is held and how that data is being processed (i.e. how it is being used).

Access to Personal Data

You have a right of access to your personal data held by Staffordshire County Council. For further information on Subject Access Requests please see guidance sheet *Data Protection: Making a Subject Access Request* available on this website or by request from the Information Governance Unit.

Inaccurate Data

You have a right to rectify, block or erase any factual data which is inaccurate or incorrect.

Automated Decisions

You have a right to object to any decision made by an automated process (e.g. computer based decisions) that significantly affect you.

Compensation

In certain circumstances you may have a right to claim compensation if damage or distress has been caused by a breach of the Act.

Marketing purposes

You have a right to object to your personal data being used for marketing purposes. Registering with the Telephone Preference Service and the Mail Preference Service will help to protect against unwanted marketing material. For more information on preventing unwanted marketing please contact the Information Commissioner (see below).

Who is the Information Commissioner?

The Office of the Information Commissioner oversees and enforces the Data Protection Act. They can provide guidance on your rights under the Act at www.dataprotection.gov.uk

What if I have a complaint about how Staffordshire County Council process my data?

In the first instance please see the guidance *Data Protection: How to Make a Complaint* available on this website. Otherwise please contact the Information Governance Unit. If you are still not happy please contact the Information Commissioner.

If in doubt seek advice

For further information and guidance on Data Protection or Freedom of Information please contact the Information Governance Unit.

Tel: 01785 (27) 8568 or 8177

Fax: 01785 (27) 8362

E-mail: data.protection@staffordshire.gov.uk
foi@staffordshire.gov.uk

If you need a copy of this information in large print, Braille, another language or on cassette, please ask us: 01785 278387 or data.protection@staffordshire.gov.uk