

COMMUNITY SAFETY

Privacy Notice for Anti-Social Behaviour (ASB) Reporting

What we need and why

Babergh and Mid Suffolk District Councils are the 'Data Controller' of the personal data you provide to us. The information we collect from you is to allow us to investigate and tackle anti-social behaviour for the prevention and detection of crime under the Antisocial Behaviour, Crime and Policing Act 2014, or any other enactment the purpose of which is in connection with anti-social behaviour or its effects.

The legal basis for processing your personal information may vary depending on which service we are providing to you: -

- Enable us to carry out specific functions for which we are responsible.
- Investigate your complaint and take any necessary enforcement action.
- Record the incidents of anti-social behaviour.
- Mental Health / Safeguarding information which may lead to a referral.

If you do not provide us with the information we ask for, we may not be able to offer or deliver all our services.

The information we collect may include:

- Your name and contact details
- Details of the ASB incident/s
- How the incident has affected you
- Witness details
- Who the incident/s has been reported to?

We also receive information from third parties. These include other public authorities such as Police, the courts, housing providers or members of the public. This could include sensitive information (mental health, ethnicity) and Criminal Record Information (such as convictions).

What we do with your information

Your personal information is held on servers within the EEA and processed by our staff in the UK.

The council maintains data protection controls in line with the General Data Protection Regulation, other data protection legislation and its own Information Security Policy to ensure the effective and secure processing of your personal information.

Who we share information with

The information you provide may be shared with:

- the Police
- other housing providers
- other council departments, and partner agencies including Social Services, NHS.

to deal with your report of ASB. It will be used to: -

- record incidents of anti-social behaviour
- identify locations and perpetrators of anti-social behaviour.
- provide support and protection to victims of ASB.
- investigate, collect evidence, and carry out enforcement duties.

Additionally, if you are involved in a dispute with a neighbour, your information may be used to provide you with a mediation service between tenants of Babergh and Mid Suffolk District Councils, housing providers and voluntary organisations.

Your agreement to enter mediation will be sought before your information is shared with another third party.

How long we keep your information for

We will only keep your information for the minimum period necessary (six months) unless there is a legal requirement to do otherwise. For example, if a Criminal Behaviour Order is served, legislation requires us to retain the information (e.g., complaints, evidence, warnings, and interventions) for 10 years.

Please note that you should read this service specific Privacy Notice in conjunction with the council's Privacy Policy to be found on: -

<https://www.babergh.gov.uk/the-council/your-right-to-information/privacy-policy>

Can I access the information you hold about me?

You can ask for access to information we hold about you. This is called a data subject access request; you will be required to provide proof of identity and we must respond to you within one month – if we feel the request is complex, we may ask for an extension of this period. For more information contact <https://www.babergh.gov.uk/the-council/your-right-to-information/data-protection-act/>



