

Privacy Notice for Shropshire Together Community and Family Directory

This notice should be read in conjunction with [Shropshire Council's general Privacy Notice](#).

The detail below provides additional detail relating to the processing of Personal Data in relation to the provision of the Shropshire Together Community and Family Directory.

How do we collect information from you and for what purpose?

We collect information from you when you visit the Shropshire Together Community and Family Directory website and sign up for an account which will enable you to save searches or to submit or amend an entry on the directory.

To provide this service, we will process the contact details provided by individuals, sole traders, groups, partnerships, charities, companies, etc to be displayed as public information on our directory, and those provided to create online accounts, which will only be visible to the directory administrators and the third parties who provide this service.

We will, with your consent, collect anonymised usage statistics to allow us to monitor and improve the service we provide.

Details of information obtained from third parties

Some of the information on the directory may have originated from publicly available sources, such as websites or other Open Referral UK data sources.

How is your information used?

We will use your information to:

- Display key contact information about a group or an event on our directory
- Set up a user account to allow you to update your own directory records
- to carry out our obligations arising from any contracts entered into by you and us;
 - notify you of changes to our services
 - send you communications which you have requested and that may be of interest
- Fulfil our legal obligations under the Data Protection Act 2018

Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

We will share your information with the following third parties for the reasons detailed:

- Placecube – the providers of the Open Place Directory system that hosts the directory data

- Doc and Tee – the provider of the Shropshire Together Community and Family Directory website

We may share your information with the following third parties for the reasons detailed;

- Statutory agencies, such as the Police, National Fraud Authority – We may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.

This data will not be actively shared with anyone outside of the directory of services; however, the publicly presented information will be available for anyone to use under Open Government Licence (OGL) from our open data platform.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

How long will we keep your information for?

All records will be reviewed annually, with clear consent required from the supplier . We will comply with Data Protection legislation in regards to how long we keep your data.

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.