

West Northamptonshire Development

Corporation Information Charter



We need to handle personal information about you so that we can provide services for you. This is how we look after that information.

When we ask you for personal information, we promise:

- to make sure you know why we need it;
- to only ask for what we need, and not to collect too much or irrelevant information;
- to protect it and make sure nobody has access to it who shouldn't;
- to let you know if we share it with other organisations to give you better public services - and if required to ask for your consent;
- to make sure we don't keep it longer than necessary; and
- not to make your personal information available for commercial use (e.g. by selling your contact details to any external body for them to use) without your permission.

In return, we ask you to:

- give us accurate information; and
- tell us as soon as possible if there are any changes, such as a new address.

This helps us to keep your information reliable and up to date.

You can get more details on:

- how to find out what information we hold about you and how to ask us to correct any mistakes;
- agreements we have with other organisations for sharing information;
- circumstances where we can pass on your personal information without telling you, for example, to prevent and detect crime or to produce anonymised statistics;

- our instructions to staff on how to collect, use and delete your personal information;
- how we check the information we hold is accurate and up to date; and
- how to make a complaint (see Complaints Policy).

Contact us

For more information please contact;

Information Governance Officer

West Northamptonshire Development Corporation (WNDC)
PO Box 355
Franklin's Gardens
Northampton
NN5 5WU

Fax: 01604 586600
Tel : 01604 586648
Email: info@wndc.org.uk

When we ask you for information, we will comply with the requirements of the Data Protection Act 1998 and any other laws that pertain to the use of your personal data. For independent advice about data protection, privacy and data-sharing issues, you can contact:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 08456 306060 or 01625545745
Fax: 01625 524510
Website: www.ico.gov.uk