

Privacy notice

Emergency Planning

Date: May 2018

Contents

Version Control.....2

Approvals.....2

1.0 Who we are.....3

2.0 How do we collect information from you?3

3.0 What types of information do we collect from you?3

4.0 How is your information used?3

5.0 Who has access to your information?3

6.0 Research and statistics3

7.0 What are your rights in relation to personal data we process?4

8.0 How long will we keep your information for?4

9.0 What precautions are in place to protect the loss, misuse or alteration of your information?4

10.0 Keeping your data up to date4

11.0 Under 13s4

12.0 Where can I get advice and more information?4

Version Control

Version	Description of version	Effective Date
1.0	Privacy notice – Emergency Planning	May 2018

Approvals

Approved by	Date
Emergency Planning Officer	May 2018
Data Protection Officer	May 2018

This Privacy Notice will be kept under regular review to ensure that it is fit for purpose.

1.0 Who we are

South Derbyshire District Council is registered as a data controller with the Information Commissioner's Office.

Our address is Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH.

The Council is committed to protecting your privacy when you use our services. This privacy notice tells you what to expect when Emergency Planning collects personal information. It also explains when and why we collect this information, how we use it, the conditions under which we may disclose it to others, how we keep it secure and what rights you have in relation to the data we hold about you.

2.0 How do we collect information from you?

We collect information from you when you fill in any forms on our website www.south-derbys.gov.uk or associated customer portals, when you contact us in writing, speak to us on the phone or face to face or communicate with us by email or any other type of electronic communication.

3.0 What types of information do we collect from you?

The data that we process may be your name, job title, telephone number, address and email address and will be used in connection with the our emergency planning procedures and included in documents which support this process. In certain circumstances we may be required to process more sensitive information, known as special category data. This may include for example, details of special needs, disabilities, religion or ethnic origin as relevant to our emergency response procedures.

4.0 How is your information used?

The information provided will only be processed for the purpose of our emergency planning and response procedures. It will not be processed for any other purpose. The legal basis for processing is Legal Obligation, Art 6(1) (c) – Processing. It is necessary for compliance with a legal obligation to which the controller is subject under section 2 of the Civil Contingencies Act 2004.

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

5.0 Who has access to your information?

This information will be shared with other relevant organisations and partner agencies for the purpose of emergency planning and response. It will not be shared with any other third parties unless required by law. The information provided will not be used for marketing purposes, or to take any automated decisions.

6.0 Research and statistics

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

7.0 What are your rights in relation to personal data we process?

Access: You can request copies of any of your personal information held by the Council.

Rectification: You can ask us to correct any incorrect information.

Deletion: You can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

Portability: You can ask us to transfer your personal data to different services or to you.

Right to object or restrict processing: You have the right to object to how your data is being used and how it is going to be used in the future.

For further information, please visit the [Data Protection Act 2018](#) section of our website.

8.0 How long will we keep your information for?

We keep and dispose of all records in line with our record retention schedule. Information about this can be found at <https://www.south-derbys.gov.uk/assets/attach/4952/Document%20Retention%20Schedule.pdf> and will comply with the Data Protection Act 2018.

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

Your personal data will be stored electronically or in hard copy files as appropriate. The Council uses a variety of different systems to process and store personal data. 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.

10.0 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.

11.0 Under 13s

If you are aged 13 or under, please get your parent/guardian's permission whenever you provide us with personal information.

12.0 Where can I get advice and more information?

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to information we hold about you. If you have any worries or questions about how your personal information is handled, please contact our Data Protection Officer by emailing dataprotectionofficer@south-derbys.gov.uk or by telephoning 01283 595795.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate number).

Email: casework@ico.org.uk.

Further guidance on the use of personal information can be found at www.ico.org.uk.