

Privacy Notice for Emergency Planning – Rest Centre Key Holders

Why are we collecting your personal data?

Rother District Council is a data controller for the purposes of the Data Protection Act 1998 and, from the 25 May 2018, the General Data Protection Regulation 2016. We collect, hold and use your personal data in order to enable the emergency planning services to contact you as a designated key holder for a rest centre. We will only collect the personal data from you that we need in order to do so.

What is the legal basis for processing your personal data?

We do this as a task carried out in the public interest and to provide an emergency rest centre service. We are unable to provide the service without the personal data you provide to us.

Who will your personal data be shared with?

Your personal data, including name, address, telephone details, email address and the location of emergency rest centre, will be held by the Council's emergency planning officer. We will share your personal data internally to enable the Council's rest centre co-ordinators to contact you in an emergency situation. When necessary to respond to an emergency we may share your details with Sussex Police or Fire and Rescue Service.

We will not share your personal data with any other organisation without obtaining your consent in advance.

We will not

- Use your personal data for marketing purposes without your prior explicit consent.
- Store or send your personal data to a country outside the European Economic Area (EEA).
- Make decisions about you based on automated processing of your personal data.

How long will we hold your data for?

We keep all records relating to rest centre key holders for 1 year. We will only keep your personal data longer if we are required to do so by law. We will ask you each year to renew your consent to us holding your data.

Your rights

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.
- Right to have your personal data deleted ("right to be forgotten").

- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.

You can get more information about these rights in the Council's Privacy Policy.

If you wish to exercise any of these rights, please contact our Information Governance team on informationgovernance@rother.gov.uk in writing or by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk.

Identity of Data Protection Officer

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO), Graham McCallum, at dataprotection@rother.gov.uk