

## Privacy Notice for Active Thanet

### Introduction

This notice is provided within the context of the changes required by the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This document will therefore be subject to ongoing review to ensure it continues to align with the requirements of all applicable legislation.

### Service description

In order for the Thanet District Council to provide the Active Thanet service, it is necessary for the council to collect, store and process personal data.

### Where we get your information from

Active Thanet service obtain information from a range of sources, including:

- Activity registration forms;
- Activity session registers for community programmes;
- Coaches diaries for the purposes of evaluation and safeguarding;
- Referrals from partner agencies in relation to residents engaging on training or funded programmes;
- Data provided via Police intelligence, Kent County Council, training providers and other organisations;
- Information provided through Public Health England, Sport England and National Governing bodies.

### How your information will be used

The information you have shared with Thanet District Council may be used in a number of ways, for example:

- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures in order to protect vulnerable adults and young people;
- To process, investigate and respond to your report or complaint;
- For statistical analysis and measuring the impact of funded projects;
- To prevent and detect fraud, corruption and criminal activity and where necessary, for law enforcement functions;
- To provide funders with KPI data as and when required as per funding agreement

## What information we hold

In order to provide these services, we may need to process some personal data including gender, religious beliefs and cultural identity; as well as some **sensitive data**, including **criminal convictions**, racial or ethnic origin, mental or physical health and sexual orientation.

## Who we will share your information with

We may share your information with and obtain information about you from other agencies, including Health and Safety Executive, Public Health England, Kent Police, Kent Fire and Rescue Service, Kent County Council, the NHS and probation services.

Some Acts of law provide a duty to share information, these include:

Section 17 of the Crime and Disorder Act 1998 – this sets out power for agencies to share information for the purposes of preventing crime and disorder.

However, do note that we will not share your information with any other person or company, except where required to do so by law.

## Lawful basis for processing your information under GDPR

As a Local authority, we can use information<sup>1</sup> to carry out tasks that are in the public interest, as well as to provide services that we are under a statutory obligation to provide. Personal information processed by the Council for Active Thanet purposes are in order to comply with a legal obligation.

In order to process special category of data, the Council needs to have an additional lawful basis to above. In this instance, special category of data is processed<sup>2</sup> for exercising specific rights of the council (under the regulations above). And where the Council collect and process criminal convictions information<sup>3</sup>, this is done lawfully under the provisions of the Data Protection Act 2018 (DPA)<sup>4</sup>.

## How long we keep your personal information

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<sup>1</sup> Under Article 6 of GDPR

<sup>2</sup> Under Article 9 of GDPR

<sup>3</sup> Under Article 10 of GDPR

<sup>4</sup> The DPA 2018 [Part 2, para. 5 (1&2) and para. 6(1&2)] supplements the GDPR by providing the legal basis for processing criminal convictions and offences. In the Council's case, as a 'public authority' and when it is in the public interest to do so.

We will endeavour to only keep information for as long as it is needed. However, some records will need to be retained for an appropriate period, for example financial records need to be kept for 7 years and prosecution files retained for 6 years.

Once information is no longer required, it will be deleted or destroyed confidentially.

## **Your rights**

The Data Protection Act 2018 in conjunction with the General Data Protection Regulation (GDPR) grants you a number of other rights. These include the right to rectify errors in your records, the right to withdraw consent given to process your data, and the right to object to the use of your data.

You have the right to be told if we have made a mistake whilst processing your data and we will self-report breaches to the Information Commissioner.

For more information on your rights, how we process your personal information and how to make a subject access request, please visit <https://www.thanet.gov.uk/privacy-statement/>

This is also available in other formats (e.g. print)

## **Complaints**

If you wish to complain about how we are processing your personal information please contact:

The Data Protection Officer  
Thanet District Council  
Cecil Street,  
Margate  
CT9 1XZ  
Email: [dataprotection@thanet.gov.uk](mailto:dataprotection@thanet.gov.uk)  
Tel: 01843 577000

You also have the right to complain to the Information Commissioner's Office, at:

The Information Commissioner,  
Wycliffe House, Water Lane, Wilmslow, Cheshire  
SK9 5AF.  
Phone: 0303 123 1113 or 01625 545745  
Website: [www.ico.org.uk](http://www.ico.org.uk)