

Privacy Notice for Events services

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 Events Service, it is necessary for the council to collect, store and process personal data.

Where we get your information from

The Events Department obtain information from a range of sources, including:

- Event notification forms and packs
- From the Event Safety Advisory Group process
- Through feedback, surveys and emails
- Through grant funding applications and feedback

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 your event through the safety advisory group
- To process your grant funding application and ensure completed evaluation
- For statistical analysis
- To prevent and detect fraud, corruption and criminal activity and where necessary, for law enforcement functions

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, racial or ethnic origin, mental or physical health and sexual orientation, as well as criminal convictions.

Who we will share your information with

We may share your information with and obtain information about you from other agencies, including Kent Police, Kent Fire and Rescue Service, Kent County Council, the NHS and the RNLI.

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

Lawful basis for processing data under GDPR

Local authorities can use information 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. Most personal information is processed in order to comply with a legal obligation or because consent has been given¹.

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
- Section 17 Children’s Act 1989 – a general duty of local authorities to safeguard and promote the welfare of children within their area

Additional lawful basis for processing other categories of data

Some of the information that is collected is classified as **special category personal data** or personal data consisting of **criminal convictions and offences** (including alleged offences). 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 processed² for exercising specific rights of the council (under the regulations³ above). And where the Council collects and process criminal convictions information³, this is done lawfully under the provisions of the Data Protection Act 2018 (DPA)⁴.

How long we keep your personal information

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.

¹ Under Article 6 of GDPR

² Under Article 9 of GDPR

³ Under Article 10 of GDPR

⁴ 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.

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. You have the right to request information that is held about you and this is known as the 'right of subject access'. Making a request for your personal information is known as a 'Subject Access Request'. You are entitled to receive a copy of your records free of charge and within a month. For more information on how we process your personal information and how to make a subject access request, please visit <https://www.thanet.gov.uk/privacy-statement/>

Please note that in certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

You also have the right to rectify errors in your records, the right to withdraw consent given to process your data, and the right to have your data erased when you have withdrawn consent. If you wish to exercise any of these rights, you should contact the Data Protection officer using the contact details provided below.

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.

Further information

If you would like to know more about how we use your information or to exercise any of your rights, please contact the Data Protection Officer (DPO) at Thanet District Council:

Data Protection Officer
Thanet District Council
Cecil Street
Margate
CT9 1XZ
Email: dataprotection@thanet.gov.uk
Tel: 01843 577 000

How do I complain?

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