

Privacy Notice for Standby Service and Emergency Planning

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 facilitate an effective emergency response and provide standby out of hours service, it is necessary for the council to collect, store and process personal data of applicable staff and any relevant third parties.

What information we hold

The **Standby Manual** and **Emergency Planning Contact Directory** (collectively called “**the Documents**”) will include your name, job role information and phone numbers that have been provided by you or your organisation.

Where we get your information from

We get your information from you, or your organisations who have provided your contact details as a nominated officer for out of hours/emergency service.

How will your personal information be used

Your personal information will be controlled in **the Documents** in one location on Thanet District Council Google Drive. **The Documents** will be shared with department managers who will have access to update (process) your personal information.

The Standby Manual will be used by the Folkestone and Hythe District Council Lifeline Contact Centre to call upon nominated Thanet District Council officers and contractors to respond in their day to day work capacity outside of normal working hours.

Who we will share your personal information with

The Documents containing your personal information are shared to the following organisations:

- Thanet District Council Chief Executive, Directors, Heads of Service and department managers and Thanet District Council staff who are named in **the Documents** - For the purpose of providing contacts and information relevant to their department;
- Thanet District Council - Emergency Activation Officers – For the purpose of assisting Folkestone and Hythe District Council Lifeline contact centre;

- Folkestone and Hythe District Council Lifeline Contact Centre – For the purpose of out of hours call handling on behalf of Thanet District Council; and
- Kent Resilience Team - For the purpose of Emergency Response

We will not share your information with any other person or company, except where required to do so by law; or where you have consented for the information to be shared.

The Lawful Bases for collecting and processing your information

Local authorities can process personal 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.

Our **lawful bases** for processing your personal information are:

- processing is necessary for the purposes of the legitimate interests pursued by the Council as your employer to share your data with the Folkestone and Hythe District Council Lifeline Contact Centre (a third party) to maintain emergency and out of hours services;
- that it serves a public task, which includes a statutory duty to provide services out of hours under the Local Authorities (Goods and Services) Act 1970;
- to maintain plans for the purpose of ensuring that if an emergency occurs or is likely to occur the Council is able to perform its functions so far as necessary or desirable for the purpose of preventing the emergency, reducing, controlling or mitigating its effects, or taking other action in connection with it all as described in the Civil Contingencies Act 2004.

How long do we keep your personal information

We will endeavour to only keep information for as long as it is needed such as until the end of a staff's employment. If you leave the Authority or we are informed that you are no longer in a position to require your personal details to be included in the **documents**, your details will be deleted and destroyed confidentially from **the Documents**. **The Documents** will also be reviewed bi-annually and following any restructure.

Your Rights

The Data Protection Act 2018 in conjunction with the General Data Protection Regulation (GDPR) grant a number of rights including:

- right to ask us to provide you with copies of personal information we hold about you at any time, known as a Subject Access Request;
- right to object to the use of your personal information
- right to ask us to delete, update and correct any out-of-date or incorrect personal information that we hold about you free of charge, and;
- the right to opt-out at any time where you have given consent and to have your data erased where you have given consent.

Protecting your personal information

The Council has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal information to those who have a business need to know in order to perform their job duties and responsibilities.

Where your personal information is shared, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your personal information for specified purposes and in accordance with our legal obligations and we do not allow them to use your personal information for their own purposes.

The Council also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

Further information

If you would like to know more about how we use your information, 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?

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
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

Tel: 0303 123 1113 or 01625 545745

Website: www.ico.org.uk