



ADUR & WORTHING
COUNCILS

Safety & Resilience Evacuation - Casualty Bureau Forms Privacy Notice

Only to be used in the event of an Evacuation

This privacy notice explains the following in relation to emergency planning;

Who is collecting your data?
Why do we need your data?
What is the legal basis for processing this data?
What data is being collected?
What do we do with the data?
How long do we keep data about you?
What are your rights?
How to Contact Us

Who is collecting your data?

Adur & Worthing Councils are the data controllers (referred to in this notice as “we” or “us”) of your personal data for the purposes of applicable data protection legislation.

We will ensure that we will treat all personal information in accordance with data protection legislation, including the General Data Protection Regulation and Data Protection Act 2018.

Why do we need your data?

We process your data to help us to comply with our statutory duties under the Civil Contingencies Act; Our duties include:

- put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- share information with other local responders to enhance coordination
- cooperate with other local responders to enhance coordination and efficiency
- providing support for the emergency services;
- providing support and care for the local and wider community;
- Provide and manage Rest Centres & arrange emergency feeding

What is the legal basis for processing this data?

The legal basis for data processing we are relying on comes from Article 6 of the General Data Protection Regulations (GDPR). The following sections apply;

- Article 6(1)(c) Legal Obligation - Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Article 6(1)(d) Vital interest - the processing is necessary to protect someone's life;
- Article 6(1)(e) Public task -the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

What data is being collected?

When an emergency happens people are evacuated to a safe location. There may be some occasions when people are unaccounted for and enquiries to trace these people are made by friends and family.

A form known as a casualty bureau form may be used to record the information of people who are in the emergency assistance centre so that enquiries can be made to see who is accounted for and who is missing.

- Name;
- Address;
- Age;
- Gender;
- Date of birth;
- Medication
- Disabilities
- Telephone numbers
- Next of kin
- Injuries
- Dependents

What do we do with the data?

The form used to collect the data is carbonated; only information relating to medical information may be passed to on-site medical providers or social care to ensure the best possible care can be provided.

Personal information such as name address, gender and age will be shared with other responding partners when there is a legitimate need. Sussex Police process this information for the purposes of tracing persons unaccounted for.

For people who have been made homeless as a result of the emergency we will pass your details on to our Housing department for them to make arrangements for longer term housing needs.

We will not

- Share your personal data for marketing or sales purposes;
- Make decisions about you based on automated processing.

How long do we keep data about you?

In line with our Data Retention Policy and legislation we store the following information as detailed below;

Type of information	Start Date	Retention Period
Casualty Bureau Forms	From the date of the incident	10 years

What are your rights?

You are entitled to request a copy of any information about you that we hold. Any such requests must be made in writing.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

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

How to Contact Us

You may contact us by emailing safety-resilience@adur-worthing.gov.uk

Alternatively you may contact the councils data protection officer at;

data.protection@adur-worthing.gov.uk

Or write to;
Adur & Worthing Councils,
Worthing Town Hall,
Chapel Road,
Worthing,
West Sussex,
BN11 1HA

Further information can also be found by going to our website. [Data Protection - Adur & Worthing Councils](#)