



ADUR & WORTHING  
COUNCILS

## **Safety & Resilience Privacy Notice**

**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:

- assess the risk of emergencies occurring and use this to inform contingency planning
- put in place emergency plans
- put in place business continuity management arrangements
- 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

We achieve this by contacting staff and key holders of community locations using a variety of methods including email, telephone and using SMS text messages and casualty bureau form to warn and inform, mobilise resources and set up, manage evacuation centres, coordinate missing people enquiries and identify vulnerable people.

## 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?

We collect different types of data depending on the situation at the time or when we prepare emergency plans. Please refer the the following types of situations below.

### **Warning and Informing / Keyholder Information**

We invite keyholder to provide their name and contact telephone numbers

### **Emergency Assistance Centres (otherwise known as a reception centre, rest centre or evacuation shelter)**

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, who is missing and provide any care and support needed.

- Name;
- Address;
- Age;
- Gender;
- Date of birth;
- Medication
- Medical conditions;
- Next of kin

### **Incident Recording**

During an emergency we may need to collect information about you to provide assistance. The following personal information may be collected;

- Name;
- Address;
- Age.

## What do we do with the data?

The way we process the information depends on the function we perform.

### **Warning and Informing / Keyholder Information**

The Safety & Resilience Team add keyholder contact information to our Emergency Assistance Centres Plan. Employee contact information is contained with Human Resources staff records. This contact information is also added to an SMS system so in the event of an emergency we can send out a message requesting for a location to be opened or to inform the wider community of safety messages.

Only the Safety Resilience Team and senior staff who have a role to play in emergencies response have access to the plan and contact information. The plans are stored on our secure internal system. SMS is provided by a third party supplier who provide the conduit to send text messages.

### **Emergency Assistance Centres (otherwise known as a reception centre, rest centre or evacuation shelter)**

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 arrangement for longer term housing needs.

### **Incident Reporting**

Your information may also be passed to the emergency services and other other responders where is deemed necessary to save life and property or the information is necessary to assist in the emergency response.

### **Decision Logs / Meeting Records**

Information is collected about the decisions made and courses of action taken by the councils during and after a major incident. This information is made available as evidence to support any subsequent debriefs, inquires or proceedings.

### **Emergency Plans**

Plans are used to manage a incident. Data within the plans help us to understand the framework for why why we do something in a particular way. Most plans do not hold personal data except the Emergency Assistance Centres Plan which hold keyholder data (See above)

### **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	Retention Period
Contact Information - keyholders	Continued retention until subject is no longer a keyholder. Reviewed every year. Old contact information is removed immediately.
Contact Information - Staff	Deleted upon termination of employment.
Casualty Bureau Forms	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings
Major Incident data; <ul style="list-style-type: none"><li>• Emails;</li><li>• Correspondence;</li><li>• Reports.</li></ul>	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings
Major incident Decision Log / Meeting Records	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings.
Emergency Plans	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings
Exercising and Training Records	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings

## 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](mailto:casework@ico.org.uk)

## How to Contact Us

You may contact us by emailing [safety-resilience@adur-worthing.gov.uk](mailto:safety-resilience@adur-worthing.gov.uk)

Alternative you may contact the councils data protection officer at;

[data.protection@adur-worthing.gov.uk](mailto: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.

<https://www.adur-worthing.gov.uk/about-the-councils/legal/data-protection/>