



ADUR & WORTHING  
COUNCILS

## **Safety & Resilience Key Holders for Evacuation Shelters Privacy Notice**

**This privacy notice explains the following in relation to emergency planning and evacuation shelter key holders;**

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 key holders of community locations using a variety of methods including email, telephone, using SMS text messages to warn and inform, mobilise resources, set up and manage evacuation centres.

## 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 to the following types of situations below.

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

In order to keep keyholder records we invite you to provide personal data to identify who to contact. This personal data is confined to;

- Name;
- Contact telephone numbers;
- Address of the facility you hold keys for.

## 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 adds keyholder contact information to our Emergency Assistance Centres Plan. This contact information is also added to a 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 emergency 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 provides the conduit to send text messages.

### **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
		Continued retention until the keyholder is no longer a keyholder or until permission is revoked. Reviewed every year. Old contact information is removed immediately.

## 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)

Your continued assistance helps us and your community in an emergency.

## How to Contact Us

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

Alternatively 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/>