

Data Protection Privacy Notice

Service: Corporate

Team: Community Engagement (Coronavirus Community Support Hub)

Processing activity: Obtaining and sharing of information to support COVID-19 response efforts

The Data Controller

East Devon District Council's Community Engagement service

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing jbuckley@eastdevon.gov.uk or by calling 01404 515616.

The Data Controller's Representative

Karen Simpkin: Service Lead, Organisational Development and Transformation

Contactable by emailing ksimpkin@eastdevon.gov.uk or by calling 01404 515616.

The Data Protection Officer

Henry Gordon Lennox

Contactable by emailing dataprotection@eastdevon.gov.uk or by calling 01395 517401.

Obtaining your personal information

For those offering support, we will collect basic contact information from you which may include your name, address, email address, phone number and other appropriate contact details.

For those requesting support, we will collect basic contact information from you which may include your name, address, email address, phone number and other appropriate contact details. We may also need to collect information about your health, and also of other members of your household, in order to establish whether you may be considered vulnerable to COVID-19

Use of your personal information

Your personal information will be used to support the Government's response to the COVID-19 emergency.

For those offering support, your personal information may be used by the Council to communicate with you and to keep an accurate record of volunteering activities carried out and to ensure your health and safety is protected whilst you are volunteering or it may be shared with other bodies or organisations involved in the COVID-19 response.

For those requesting support, your personal information may be used by the Council to communicate with you or shared with other bodies or organisations involved in the COVID-19 response to help provide assistance to you in light of the COVID-19 emergency.

In all cases, we are processing your data on the basis of public task as it is in the public interest for us to take necessary action to deal with the effect of the outbreak of Covid 19.

Where we process special category data (such as your health or medical information) this will only be used on the basis of your consent.

Who will receive or see my personal information?

Your personal information will be available to be seen by those working to co-ordinate the council's response to dealing with the COVID-19 emergency. It may be shared with any or all of the following:

Your Town or Parish Council

Community, Charity or Voluntary Groups or individuals operating in your community, Other departments within East Devon District Council

Individuals requesting assistance

We may also share information with our corporate safety officer when our staff safety is viewed as being at risk. Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

With your consent, your details may be shared with other public sector organisations involved with the effort to deal with COVID-19.

Your personal information will be stored securely and will not be accessible to anyone else, unless detailed above.

Retention

All your personal information will be held by us only for as long as is necessary, taking into account Government advice. Information will be kept for the period of time that the council is dealing with the Covid 19 response and will be deleted after this time. If at any point you change your mind and want your information deleted then contact us at covid.community@eastdevon.gov.uk

Transferring personal information outside of the EU

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

Your rights

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of public task then you also have the right to object.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

Complaints

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: dataprotection@eastdevon.gov.uk or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk