

Emergency Planning Privacy Notice

Who We Are

We are committed to protecting your personal data and ensuring that it is processed fairly and lawfully. Lisburn & Castlereagh City Council gather and process your personal information in accordance with this privacy notice and in compliance with General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA 2018) and subsequent legislation. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

The Lisburn & Castlereagh City Council office is located at the Civic Headquarters, Lagan Valley Island, Lisburn. We are registered on the Information Commissioner's Office Register, registration number (ZA062730) and act as the data controller and data processor. Our designated Data Protection Officer can be contacted at:

Data Protection Officer
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley
BT274RL

Email: data.protection@lisburncastlereagh.gov.uk

Information That We Collect

Lisburn & Castlereagh City Council processes your personal information in compliance with the statutory requirements of the Civil Contingencies Act 2004, Civil Contingencies Framework and Article 29 of the Local Government Order. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

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.

Sharing your information

The Civil Contingencies Act/Framework places a duty on Category 1 and 2 responders to share information upon request. To help us provide emergency response services appropriate to your needs both during an incident and throughout the longer-term recovery period, we may share information with others including, but not limited to, Category 1 and Category 2 responders, such as:

- Other Lisburn & Castlereagh City Council services
- Emergency Services
- Health providers
- Utility companies
- Voluntary organisations

How We Use Your Personal Data

Lisburn & Castlereagh City Council takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with our services, you are free to withdraw this consent at any time. The purposes and reasons for processing your personal data are detailed below:

- We invite keyholders of our designated Emergency Support Centres to provide their Name, Personal phone numbers and Email address so we may contact them if there is a requirement for people to be evacuated to a safe location.
- We invite Council staff and community volunteers to provide their personal information to support the production and maintenance of effective emergency response; Name, Personal phone numbers & Personal email address. Some contact numbers are also added to the Council's SMS system for communication in the event of an emergency. Additionally, we store emergency plans that contain personal data which are owned by our partner organisations.
- During Emergency Support Centre registration, paper records will be used to capture personal details of people evacuated to the Council's Emergency Support Centres.

These details are as follows:

- Name
- Home Address
- Contact details
- Date of Birth
- Gender
- Medical, Physical, Health or Social Care Needs
- Prescription / Medication Needs
- Next of kin contact details
- Vehicle Registration

We will only use your personal data for the purpose for which we collected it which will include the following:

- To register you at one of our Emergency Assistance Centres
- To enable us to help meet any identified care and support needs
- To help you contact relatives and friends following an incident or emergency
- Enquiries can be made to see who is accounted for, and who is missing
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- Decision Logs / Meeting Records information is collected about the decisions made and courses taken by the Council during and after a major incident. This information may be made available as evidence to support any subsequent debriefs, inquiries or proceedings.

You're Rights

You have the right to access any personal information that Lisburn & Castlereagh City Council processes about you and to request information about:

- What personal data we hold about you.
- The purposes of the processing.
- The categories of personal data concerned.
- The recipients to whom the personal data has/will be disclosed.
- How long we intend to store your personal data for.
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws; as well as to object to any direct marketing from us; to exercise your data portability rights, and to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Safeguarding Measures

Lisburn & Castlereagh City Council takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: pseudonymisation, restricted access, IT authentication, anti-virus/malware and firewalls.

Transfers Outside of the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. Lisburn & Castlereagh City Council does not transfer or store any personal data outside the EU.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to Lisburn & Castlereagh City Council however, as this information is required for us to provide you with our services/legitimate interests, we may not be able to offer some/all our services without it.

How Long We Keep Your Data

Lisburn & Castlereagh City Council will only ever retain personal information for as long as it is necessary and we have strict review and retention policies in place to meet these obligations. We are required to keep your personal data for the duration you are associated with emergency planning, and will be reviewed on a regular basis.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Lodging a Complaint

Lisburn & Castlereagh City Council only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with our Data Protection Officer or the Information Commissioners Office:-

Data Protection Officer
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley
BT274RL
Email: data.protection@lisburncastlereagh.gov.uk

Information Commissioners Office
Phone: 0303 123 1113
Email: www.ico.org.uk