



## Fair Processing Notice

### Emergency Rest Centre, Environment Services & Public Protection

#### 1. Why do we collect and keep your personal information?

We collect and use your personal information so that we can record people who have been displaced by an incident and are attending a rest centre. The Council manages rest centres, set up to provide temporary emergency accommodation and shelter, while you are unable to return to your home or place of work.

The processing of your data is:

- 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.

Our service also needs to use sensitive personal data also called "special category data" which requires more protection to keep it safe. This is often information you would not want to be widely known and is very personal to you.

We will take extra care of this data. The legal reason for us to collect and use this personal information is:

- Article 9(2)(C) to protect the vital interests of the data subject
- Article 9(2)(G) for reasons of substantial public interest on the basis on law

#### 2. What information do we process?

The personal data we collect and process depends on the function we perform. Please refer to the below. Paper records will be used to capture personal details of people evacuated to the Council's Emergency Rest Centres as follows:

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

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 Rest 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
- To contact and update you after the emergency is over should you have left the centre
- To evaluate who is accounted for and who may be missing

We contact Council staff and volunteers to collect the following personal information to support the production and maintenance of effective emergency response:

- Name, Personal phone numbers, Personal email address

## **Keyholder Information**

We invite keyholders of our designated Emergency Rest Centres to provide:

- Name
- Personal phone numbers
- Email address

So we may contact them if there is a requirement for people to be evacuated to a safe location.

### **3. How Information about you is used.**

The information that you provide will be processed according to the General Data Protection Regulations 2016 and in line with the Civil Contingencies' Act 2004 and Article 8 of the European Convention on Human Rights.

We will make any disclosures required by law and we may also share this information with other bodies responsible for auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council.

We may share this information with Dyfed Powys Police and other supporting agencies as part of the response to the emergency and so that we can support and care for you.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to register you in the rest centre and provide a place of shelter and services as dictated by your needs.

### **4. How long do we keep hold of your information?**

We will retain the information provided to us for:-

Major incident - will be retained permanently (information will be reviewed every 15yrs and may be pseudonymised to remove personal data).

Small incidents – information will be retained for 7yrs after close.

### **5. Access to my personal information?**

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP

## 6. Your Rights.

Under the General Data Protection Regulations 2016, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right of **access** – you are entitled to request access to and a copy of, information we hold about you
- The right to **rectification** – you have the right to ask to have your information corrected.
- The right to **restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **not be subject to automated decision-making and profiling**

## 7. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP

Email: [dataprotection@pembrokeshire.gov.uk](mailto:dataprotection@pembrokeshire.gov.uk) Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Email case [worker@ico.org.uk](mailto:worker@ico.org.uk) Telephone No: 0303 123 1113

## 8. Changes to this privacy notice.

We keep our privacy notice under regular review.