

# Privacy Notice



## Cornwall Council Rest Centres and Shelters Database

### The categories of the information that we collect, process, hold and share include:

Buildings identified for community and emergency use and their key holder contact names, addresses, telephone numbers and email address with whom contact may be made in the event of an emergency.

### Why we collect and use this information

Section 2 of the Civil Contingencies Act 2004 requires the Local Authority (Cornwall Council) to maintain plans for the purpose of ensuring that if an emergency occurs or is likely to occur it is able to perform its functions so far as is necessary or desirable for the purpose of reducing, controlling or mitigating its effects.

In order to provide an appropriate and effective response to an emergency we need to be able to identify appropriate buildings which could be used to provide shelter and support for people adversely affected by an emergency.

We need to be able to contact and mobilise the most appropriate or geographically placed key holders whenever required; to do so we need their contact details.

The collection and use of personal data is done so as the processing is necessary for compliance with a legal obligation to which the controller is subject (Section 2 Civil Contingencies Act 2004 and Article 6(1)(c) of the GDPR).

### Storing this information

Information provided will be securely stored electronically and only used for the purpose of contacting the key holders in connection with opening the facility for an emergency shelter. The information will be stored by Cornwall Council on the secure ResilienceDirect system, with strictly limited access and will not be processed outside of the UK. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

The information will be kept for as long as an individual identified within the data set is a key holder of the identified building. An annual audit will be carried out to ensure that the data is necessary and up to date.

### Who we share this information with and why

The information will not ordinarily be shared beyond team members of Cornwall Council's Resilience & Emergency Management Team. However during an emergency

specific building contacts information may be shared with appropriate support staff for the purpose of making contact with the key holders and making the building available for emergency use. We will not use your information for any other purpose.

## Requesting access to your personal data and your rights

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process it
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

You are legally entitled to request access to any information about you that we hold, and a copy using the subject access request. Use the links below to find out more:

[Data Protection web page](#)

[Request to access, correct or delete information we hold about you](#)

If you need help in understanding this notice please contact the Resilience & Emergency Management team by emailing [emergencymanagement@cornwall.gov.uk](mailto:emergencymanagement@cornwall.gov.uk)

## Contact details of the Data Protection Officer

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer

Address: Data Protection Team,  
Cornwall Council,  
County Hall, Truro, TR1 3AY

Telephone: 01872 326424

Email: [dataprotection@cornwall.gov.uk](mailto:dataprotection@cornwall.gov.uk)

## Further information

If you have concerns about the use of your personal data, the Information Commissioners Office is an independent body set up to uphold information rights in the UK. They can be contacted through their website: [www.ico.org.uk](http://www.ico.org.uk) or their helpline on 0303 123 1113, or in writing to:

Information Commissioner's Office  
Wycliffe House  
Water Lane

Wilmslow  
Cheshire  
SK9 5AF

For more information about your rights:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:

<https://ico.org.uk/concerns/>

If you would like to know more about Resilient Cornwall, including Cornwall Fire & Rescue Service, the information we hold about you and how we handle that information and keep it safe:

[www.cornwall.gov.uk/fire](http://www.cornwall.gov.uk/fire)

To find out more about the data collection requirements placed on us by the Home Office (for example; regarding incidents and prevention work) go to

<https://www.gov.uk/government/collections/fire-statistics>

Email: [dataprotection@cornwall.gov.uk](mailto:dataprotection@cornwall.gov.uk)