

**Privacy Notice for County Durham Safety Advisory Group (SAG)  
Durham County Council  
Environment, Health and Consumer Protection (EHCP)**

**1. Who we are and what we do**

We are Durham County Council, Environment, Health and Consumer Protection Team. For the purposes of Data Protection, Durham County Council is the Data Controller.

**What we do**

The County Durham Safety Advisory Group (SAG) is made up of core members from Durham County Council, the police, the fire and rescue service and the ambulance service.

The SAG's role is to promote and encourage consistent high standards of public safety and wellbeing at events held in County Durham. We do this by recording information and data and organising the sharing of it with our core members; and when appropriate with invited guests. When necessary or at the request of an event organiser SAG members meet face to face in order to discuss the whole event or components of it where there may be health and safety issues. SAG members also help organiser's become aware of their individual and joint responsibilities when staging events in County Durham.

For further information please see the [Durham County Council](#) website

**2. What type of personal information do we collect and how do we collect it?**

Event organisers can be individuals, Companies, Community Groups, Residents Associations Charities, Event organisers are requested to complete our online form which asks you for the following personal information:-

We may collect the following personal information about you:

- Your name
- Business name (if applicable)
- Address
- Telephone number
- E-mail address

If you are the provider of the events medical cover we will also collect:

- Details of your qualifications
- Paramedic pin numbers

If you are the provider of the events fairground rides or inflatables we will also collect:

- ADIPS certificates
- PIPA certificates for inflatables

We collect information about you in the following ways:

- Online form
- Paper form
- Telephone conversations
- Face to face meetings
- From copies of certification
- From other people- in the form of complaints about your event, interested parties, from other businesses

### **3. What is our power to obtain and use the personal data?**

When we collect and use your personal information we rely on one of the following:-

#### **Lawful Basis (Article 6)**

Public task: the processing is necessary for us to perform a task in the public interest or for our official functions

Legitimate Interest: processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party

### **4. What is your personal information used for?**

Information is used for the following purposes:

- To identify people who are responsible for the safety of the event
- To offer advice and support to ensure an event is safe.
- To identify any actions for SAG core members in relation to the event
- To ensure any event which is held on DCC land has appropriate safety measures and legal certification
- To keep a record of who is organising and participating in events in County Durham
- To facilitate an audit trail in the event of an accident or unsafe practice
- Information will also be used to support investigations should things go wrong

### **5. Will your personal information be shared?**

Information will be shared with the following organisations who together with Council representatives, are Core members of the SAG:

- Police Service
- Fire and Rescue Service
- Ambulance Service
- Where appropriate with invited guests to the SAG e.g. experts in a particular area relating to the event

In some cases, such as for the prevention and detection of crime, we are legally obliged to share information with other agencies.

### **6. How do we keep your personal information secure?**

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

### **7. How long will we keep your personal information?**

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type service will determine how long we have to keep it. Our corporate retention guidelines [\[insert hyperlink\]](#) show how long we keep it for different services. This ranges from months for some records to decades for more sensitive records.

The retention periods for this service are as follows:

- 6 years after the event has taken place or following the end of any investigation

## 8. Is your personal information processed outside the European Economic Community (EEC)?

We do not process your personal information outside the EEC.

## 9. Marketing

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

## 10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

**To exercise any of these rights please contact the relevant service in the first instance.**

- You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [dataprotection@durham.gov.uk](mailto:dataprotection@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

### Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we use it, please contact the Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or by calling 03000 268050

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

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

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

**Fax:** 01625 524 510