

## East Durham AAP Privacy Notice

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

*East Durham Area Action Partnership (AAP)*  
*Durham County Council,*  
*Transformation and Partnerships,*

*East Durham AAP* brings together local people, councillors and partners to set local priorities and explore ways to take action to address these priorities. People can get involved in the *East Durham AAP* through the *East Durham AAP* Forum or by participating in East Durham AAP Board Meetings. The *East Durham AAP* has a decision making Board of 21 people and associated funds, which can be used to support local projects that address the priority areas agreed on by the Partnership.

We can be contacted on 03000 261135, [edaap@durham.gov.uk](mailto:edaap@durham.gov.uk) or at [www.durham.gov.uk/edaap](http://www.durham.gov.uk/edaap)

For the purposes of Data Protection, Durham County Council is the Data Controller for 4 Together AAP

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

#### What type of Personal Data do we collect?

We may collect the following types of Personal Data:

- Your name, address, email address, telephone number and other contact information that allow us to work as an AAP

#### How we collect your Personal Data

We may collect your Personal Data in a number of ways, for example:

- When you contact us via <http://www.durham.gov.uk/edaap> or social media
- By telephone or email
- By paper forms

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

#### Lawful Basis (Article 6)

- a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes. For example when you signed up to our email list or Forum.
- b) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

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

We use your personal data to tell you about our services as well as handle your cases when brought to the *East Durham* AAP.

- To provide you with our services, and to develop and improve the services;
- To ensure that the information we hold about you is kept up-to-date;
- To process funding applications
- To monitor projects funded via the *East Durham* AAP and Durham County Councillors
- To inform you of the work of the *East Durham* AAP, the work of partner organisations and information on local events etc.

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

Information may be shared with AAP Board Members. A full list of current *East Durham* AAP Board Members can be found at <http://www.durham.gov.uk/edaap>

### 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 of service will determine how long we have to keep it. Our corporate retention guidelines available on <http://www.durham.gov.uk/dataprivacy> show how long we keep it for different services. This ranges from months for some records to decades for more sensitive records.

#### 8. Is your personal information processed overseas?

We do not send your information outside the EEC.

#### 9. Marketing (if applicable)

We do send you information about the work of the *East Durham* AAP, the work of partner organisations and information on local events etc. We will request your consent before including you on the *East Durham* AAP mailing list.

#### 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).*

***“If you wish to exercise your information rights, please contact the Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or alternatively write to DPO, Room 143-148, Floor 4, County Hall, Durham County Council, DH1 5UF”***

*You also have the right to request a copy of the personal information council holds about you. To do this, please use this link <http://www.durham.gov.uk/inforights>*

*To learn more about these rights please see the ICO website.*

*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) .*

*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