

Privacy Notice: Durham Local Safeguarding Adults Board Training, Events Management and SAB Communications

This Privacy Notice explains how the SAB uses and shares personal information for training, events management, and SAB communications purposes.

1. Who we are and what we do

Durham Safeguarding Adult Board (SAB) is a statutory body established in 2007. It is a partnership of local agencies with a dedicated chair and consists of senior representatives of all the key organisations that work together to safeguard and promote the welfare of vulnerable adults in County Durham. Support is provided to the SAB by a dedicated Business Unit.

The SAB also has responsibilities for organising safeguarding adult reviews, assuring appropriate training, maintaining the multi-agency safeguarding adult procedures in line with legislation and government guidance, and publication of an annual report and strategic plan.

SAB Membership includes:

- SAB Business Unit (including the Chair of the SAB)
- AGE UK County Durham
- Care Quality Commission
- County Durham & Darlington NHS Foundation Trust
- County Durham and Darlington Fire and Rescue Service
- Durham Community Action
- Durham Constabulary
- Durham County Council
- Durham Tees Valley Community Rehabilitation Company
- Healthwatch Durham
- HMP Durham
- Named GP
- National Probation Service
- New College Durham
- NHS England
- North Durham and Durham, Dales, Easington and Sedgefield NHS Clinical Commissioning Groups
- Tees, Esk & Wear Valleys NHS Foundation Trust
- Lay Members of the SAB

For the purposes of Data Protection, the SAB is the Data Controller

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

We may collect the following types of information:

- Your name
- Your work address
- Your date of birth
- Your email and contact telephone number
- Your payroll number

- Your manager's name, job title and contact details
- Your employer or organisation with which you volunteer
- Invoicing address for any non-attendance charge

How we collect your Personal Data

We collect your Personal Data by using

- contact via telephone or email
- paper and electronic forms
- online website
- visits and discussions with you and others who may know you

3. What is our lawful basis to obtain and use your personal information?

We must have a lawful basis for us to obtain and share personal information. If we need to we will do so for one of the following reasons -

Public task: the processing of your personal data is necessary for us to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

4. What is your personal information used for?

The purpose of the processing is the collection, processing and storage of information relating to staff and volunteers within the workforce in County Durham in order to provide you with SAB services and plan improvements to SAB services.

The information we have collected will be used for the following purposes:

- administration of training including monitoring of uptake, certification, follow up impact evaluation and completion of training
- managing SAB events and workshops including mailing of follow up information
- mailing bulletins and newsletters as requested by you
- planning our services including mailing of surveys
- for the production of annual reports
- to manage and administer your account and provide you with bills and statements
- to deal with any problems or complaints that arise in relation to your account
- analysis purposes (anonymised) to help improve the operation of our service

5. Will your personal information be shared?

The SAB will share data and information with the relevant host agencies of staff and volunteers. Any information shared is managed in accordance with relevant privacy and data protection legislation.

Your information may be gathered and stored on third party computer servers managed by Eventbrite and SurveyMonkey but the SAB control your data and information.

6. How do we keep your 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.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

Eventbrite's information systems and technical infrastructure are subject to their own data security provisions. Please see their [Security Statement](#) and their [Privacy Policy](#).

SurveyMonkey's information systems and technical infrastructure are subject to their own data security provisions. Please see their [Security Statement](#) and their [Privacy Policy](#).

How long will we keep your personal information?

After we deliver a service to you, we keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Training and event information will be disabled in Eventbrite after 1 year; the account and survey data will be held in the Eventbrite database for 90 days, at which point it will be permanently deleted.

SAB training, event and workshop management data will be destroyed 6 years after attendance

Purchasing and Payment processing data will be destroyed 6 years after the end of the financial year

Research and Project materials including survey responses through Survey Monkey will be destroyed after 1 year

Subject Access Requests will be destroyed 3 years after date created.

7. Personal information processed outside of the European Union (EU)

Eventbrite may operate commercial computer servers which store your information outside of the European Union. Eventbrite holds valid certification for the EU-US [Privacy Shield Framework](#).

SurveyMonkey may operate commercial computer servers which store your information outside of the European Union. Survey Monkey holds valid certification for the EU-US [Privacy Shield Framework](#).

This framework protects the fundamental rights of anyone in the EU whose personal data is transferred to the United States for commercial purposes. The framework also brings legal clarity for businesses relying on transatlantic data transfers.

The [Privacy Shield](#) meets GDPR requirements for processing information outside of the EU.

8. Marketing

At no time will your information be passed to organisations external to us and our partners (as above in 1.) for marketing or sales purposes or for any commercial use without your prior express consent.

9. What are your information rights?

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

- request a copy of the personal information the SAB holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

If you wish to exercise your information rights, please contact us at safeguarding_training@durham.gov.uk or alternatively write to:

SAB,
Floor 4 Room 129-134,
Durham County Council
County Hall,
Durham
DH1 5UF

If you would like to learn more about these rights you can access further information from the Information Commissioners Office (ICO) [website](#).

10. Further Information

We try 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 process your data, please contact us at safeguarding_training@durham.gov.uk or by calling 03000 268870

If we have not been able to resolve your query, you can also contact the [Information Commissioner's Office](#) at:

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