

Privacy Notice: Area Action Partnerships

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

Who we are and what we do

The 14 Area Action Partnerships in County Durham bring 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 Area Action Partnerships through AAP Forums or by participating in AAP Board Meetings. AAP's have 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.

Further information and contact details for your local AAP can be found by following the link below. <https://www.durham.gov.uk/article/1960/About-AAPs>

For the purposes of Data Protection, Durham County Council is the Data Controller

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

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.

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

- When you contact us via www.durham.gov.uk/durhamaap or social media
- By telephone or email
- By paper forms

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

The lawful basis is provided under Article 6 of the UK General Data Protection Regulation(UK GDPR)

1(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Such as when you sign up to our email list or forum.

1 (e) 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

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 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 AAP and Durham County Councillors
- To inform you of the work of the AAP, the work of partner organisations and information on local events etc.

Will your personal information be shared?

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

How do we keep your information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

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.

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 you receive will determine how long we have to keep your information.

Our corporate retention guidelines show how long we keep information for different services. AAP data is held for current financial year plus 6 years.

Personal information processed outside of the European Union (EU)?

We do not process your personal data outside of the EU

Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

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 council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at inforights@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 process your data, please contact our Data Protection Officer at DPO@durham.gov.uk or write to:

DPO
Floor 4 Room 143-148,
Durham County Council

County Hall,
Durham County Council
DH1 5UF

If we have not been able to deal with your query, 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