

Privacy Notice



Millbrook Parish Council Community Emergency Plan (CEP)

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

Name, email address, address & telephone number(s).

Why we collect and use this information

In order to provide an appropriate and effective response to, and recovery from an emergency we need to be able to identify and make contact with appropriate individuals or organisations that may be able to assist with the response and management of the emergency.

We may also use the provided information in order to contact those individuals or organisations to co-operate in the appropriate planning for such emergencies, validate emergency plans or provide training opportunities.

The collection and use of personal data is done so as the processing is necessary for compliance with a legitimate interest to which the controller is subject (Article 6(1)(f) of the GDPR).

Collecting this information

We may collect this information electronically via email or an online form, in writing, or verbally, depending on the most appropriate communication method for the individual.

Storing this information

Information relating to individuals is contained within the restricted version of the CEP, which is not made publicly accessible. A copy is held on the council's computer in the village hall, which is password protected. Another copy is held on the parish council's website (<http://www.millbrook-pc.gov.uk/>) – access to the file is password protected. A hard copy is held in the council office in the village hall, which secured when not manned by either the Clerk or Deputy Clerk.

The lawful basis on which we use this information

Millbrook Parish Council has produced a Community Emergency Plan in order that it can respond effectively to an emergency affecting its geographic area or population. Whilst there is no statutory duty to do so we feel that that we can protect the interests of the community and its people by preparing an appropriate emergency response plan. The plan will contain details of people and resources that may be able to provide assistance during the emergency. All of the contact information will be provided voluntarily and on the basis that contact may be made during an emergency or the development of the plan or associated training.

Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child. (Article 6(1)(f) of the GDPR).

Who we share this information with and why

The information will only be shared with individuals named on the Millbrook Parish Council CEP and Cornwall Council Resilience & Emergency Management Team, subject to an Information Sharing Agreement, in order that during an emergency affecting the area covered by the plan or adjacent to it contact can be made with the relevant individuals named in the plan to advise them of the emergency itself, ongoing emergency support and other appropriate and relevant information.

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
- have it deleted
- object to us using it in relation to a legal task or in the exercise of an official authority

Contact details of the Data Protection Officer

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

*Mr Ryan Hamill
Proper Officer – Millbrook Parish Council*

theclerk@millbrook-pc.gov.uk
01752 823128

Millbrook Parish Council, Village Hall, The Parade, Millbrook, Cornwall, PL10 1AX.