

Milton Keynes Council Emergency Planning Privacy Notice

This Emergency Planning Privacy Notice works in conjunction with Milton Keynes Council's Corporate Privacy Notice – for further information about this, please visit www.milton-keynes.gov.uk/privacy.

Everything we do with information about our customers and their families has to comply with Data Protection Act and the General Data Protection Regulation (GDPR) that comes into force in May 2018.

If anything in this notice is not clear, or if you have further queries, please get in contact with the Emergency Planning Unit on 01908 254555 or via email emergencyplanning@milton-keynes.gov.uk. To make a complaint please contact the Data Protection Officer using the details at the end of this notice.

Why the Council needs information about you

The Emergency Planning Unit requests information from individuals who have roles and responsibilities in the event of an incident, in order that they can be contacted when needed.

The Council has a legal basis for processing and collecting your information under Article 6 GDPR and the Civil Contingencies Act 2004.

The processing is necessary for this reason:

To enable Milton Keynes Council to comply with the Civil Contingencies Act 2004.

What do we use your information for

Personal information that you supply to us may be used in a number of ways, for example:

- Warning and informing individuals at particular risk of or in an incident
- In order to contact individuals with particular roles and responsibilities to enable Milton Keynes Council to comply with the Civil Contingencies Act 2004
- To gather information of those affected by an incident to enable targeted assistance and to assist with reuniting individuals and victim identification
- For audit

We will share your information with other services. These will include other departments within the Council, government departments, the emergency services and other Category 1, Category 2 and Voluntary organisations (as defined by the Civil Contingencies Act 2004) as appropriate.

How long we keep hold of information for

Your information will be kept safe and confidential and handled with care in accordance with the law.

Contact information is reviewed at least every three years or less. Personal information connected with an incident will be kept for as long as is required by law.

We will only use your information within the terms of data protection laws, and will delete your information securely and only keep it for as long as necessary. The Council will review dates for keeping personal data in the future and if necessary update this Privacy Notice.

What rights you have

You have various rights around the data we hold about you.

- Right of access (to receive a copy of your personal data)
- Right to rectification (to request data is corrected inaccurate)
- Right to erasure (to request that data is deleted)
- Right to restrict processing (to request we don't use your data in a certain way)
- Right to data portability (in some cases, you can ask to receive a copy of your data in a commonly-used electronic format so that it can be given to someone else)
- Right to object (generally to make a complaint about any aspect of our use of your data)
- Right to have explained if there will be any automated decision-making, including profiling, based on your data and for the logic behind this to be explained to you.

Any such request can be submitted to the Data Protection Officer. Whether we can agree to your request will depend on the specific circumstances and if we cannot then we will explain the reasons why.

If you are unhappy with any aspect of how your information has been collected and/or used, you can make a complaint to the Data Protection Officer. You can also report concerns to the national regulator, the Information Commissioner's Office. Their details can be found on their website:

<https://ico.org.uk/concerns/handling/>

Data Protection Officer Contact Details

Email: data.protection@milton-keynes.gov.uk

Tel. No: 01908 254767

Post: Data Protection, Milton Keynes Council, 1 Saxon Gate East, Central Milton Keynes, MK9 3HS