

# Policy Performance and Governance Team

## Privacy Notice

### What is the purpose of this document?

This privacy notice explains how the Policy, Performance and Governance Team uses information about you and how we protect your privacy. The Policy, Performance and Governance Team is part of Epsom and Ewell Borough Council, which is a data controller. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information please contact the Data Protection Officer at [dpo@epsom-ewell.gov.uk](mailto:dpo@epsom-ewell.gov.uk) or by calling 01372 732000 and asking to speak to the Data Protection Officer.

As a local authority we have a number of different functions, which are explained in more detail in our [Privacy and Cookies page](#).

### Who we are and what we do

The Policy, Performance and Governance Team is responsible for providing corporate support across a wide range of governance and policy matters. We:

- ensure adequate insurance arrangements are in place for all Council activities and assets and that insurance claims are full and timely
- plan and provide effective response arrangements in cases of emergency
- maintain the Corporate Business Continuity Plan and provide advice on business continuity across the Council
- ensure an effective internal control system is in place at the Council which links with our risk management framework
- administer applications to the Community Infrastructure Levy (CIL) and Borough Investment Fund (BIF)
- ensure that fair and transparent procurement arrangements are in place
- provide corporate health and safety advice, support, and assessment, collate records of accidents, incidents and ill health and report to the Health & Safety Executive in accordance with legislation.
- undertake performance monitoring, research and analysis on behalf of the Council.
- undertake surveys and other engagement activities on behalf of the Council, and provide advice on consultation law and best practice.

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### What type of personal information do we collect?

- We may collect data on residents and others affected in an emergency in order to be able to respond to their needs. Data may include personal data such as name, address and age, and special category data such as, religion, dietary needs and medical information.
- Reports of accidents, incidents or near misses on Council owned land or where someone has been affected by our activities include personal details of any person(s) involved including those of any witnesses such as name, address, age and contact details, plus special category data such as whether any injuries were sustained and hospital treatment required.
- Our insurers collect information relevant to insurance claims on our behalf. This may include medical information about you if they are investigating an accident or injury claim.
- We maintain a list of residents who wish to be involved in our surveys known as the Citizens' Panel. On joining, residents are asked to provide personal information such as name, address, contact details, gender and age, plus special category data such as ethnicity, religion and disability.
- Occasionally our surveys will ask respondents to share their name and contact details. We only ask for these details in specified circumstances clearly identified at the time of the request, for example, to provide you with further information. Our surveys may also ask respondents to share some information about themselves such as age, gender, ethnicity, and disability (characteristics specified under the Equality Act 2010).

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

When we collect and use your personal information we will have identified one of the following lawful basis under Article 6.

- Public task - the processing is necessary for us to perform a task in the public interest or for our official functions
- Legitimate Interest - processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party

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- Legal obligation - processing is required under the Health and Safety at Work etc. Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Consent - processing is undertaken only after consent has been obtained in relation to a specific purpose.

If we are processing your data because you have consented to us doing so you can withdraw that consent at any time by getting in touch with us. Unless there is another legal basis for us to process your data we must stop processing your data when you withdraw consent. This may mean that we can no longer provide services to you.

### **What is your personal information used for?**

Information is used for the following purposes.

- Assist in supporting residents and other people affected by an incident in the community
- Responding to insurance claims by and against the Council
- Administration of applications to the Council's CIL and BIF and the implementation of successful applications.
- Recording accidents, incidents or near misses on Council owned land or where someone has been affected adversely by our activities.
- Information provided in response to surveys and other engagement activities assists the Council in making decisions regarding its services and policies. The collection and analysis of data also assists the Council in meeting its equality duty under the Equality Act 2010 to give due regard to the advancement of equality of opportunity, the fostering of good relations and to eliminate discrimination.

### **Will your personal information be shared?**

We may share your information with the following organisations:

- The emergency services and other key responders during an emergency (as in the Civil Contingencies Act 2004)
- Third parties involved in an insurance claim (e.g. our insurers, insurance companies, solicitors)

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- SNAP Surveys. Snap Surveys process our survey data on our behalf. SNAP Surveys do not use the shared data for their own purposes. Further details are provided in our Consultation Privacy Notice.
- The Health & Safety Executive.

We are allowed to share data about you with others for a range of additional legal reasons including to help assist individuals whose vital interests are threatened. This might result in your data being shared with:

- The police
- Immigration service
- National Fraud Initiative
- Department for Work and Pensions
- HM Revenue and Customs
- Courts, tribunals and other regulatory bodies
- The Electoral Registration Officer
- The Council's auditors

The information that you have provided will only be accessed by authorised council employees, but data will be shared between council departments so that we can keep your details up to date and improve our service to you. If we use a third party to provide you with council services we will pass your details to them in order that they can provide the service. The third party will only be able to use data to provide services and no other reason.

### **How long will we keep your personal information?**

Your personal information will be kept in line with legislation and our retention policy.

### **What are your Information Rights?**

For full details on your rights as a data subject please see our [Privacy and Cookies Page](#).