

SAFETY ADVISORY GROUP FOR EPSOM & EWELL

Privacy Notice

1. Who we are and what we do

For the purposes of Data Protection, Epsom & Ewell Borough Council is the Data Controller.

What we do

The SAG is made up of core members from Epsom & Ewell Borough Council, Surrey Police, Surrey Fire and Rescue Service, South East Coast Ambulance and Surrey County Council.

The SAG's role is to promote and encourage consistent high standards of public safety and wellbeing at events held in Epsom & Ewell. We do this by recording information and data and organising the sharing of it with our core members; and when appropriate with invited guests. When necessary or at the request of an event organiser SAG members meet face to face in order to discuss the whole event or components of it where there may be health and safety issues. SAG members also help organiser's become aware of their individual and joint responsibilities when staging events in Epsom & Ewell.

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

Event organisers can include individuals, Companies, Community Groups, Residents Associations, Charities. We may collect the following personal information about you:

- Your name
- Business name (if applicable)
- Address
- Telephone number
- E-mail address

We may collect the following about the provider of the events medical cover:

- Details of your qualifications
- Paramedic pin numbers

We may collect the following information about the events fairground rides or inflatables:

- ADIPS certificates
- PIPA certificates for inflatables

We collect information about you in the following ways:

- Online form
- Paper form
- Telephone conversations
- Face to face meetings
- From copies of certification
- From other people including complaints about your event, interested parties and from other businesses

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

When we collect and use your personal information we rely on one of the following:-

Lawful Basis (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

4. What is your personal information used for?

Information is used for the following purposes:

- To identify people who are responsible for the safety of the event
- To offer advice and support to ensure an event is safe
- To identify any actions for SAG core members in relation to the event
- To ensure any event which is held on Epsom & Ewell land has appropriate safety measures and legal certification
- To keep a record of who is organising and participating in events in Epsom & Ewell
- To facilitate an audit trail in the event of an accident or unsafe practice
- Information will also be used to support investigations

5. Will your personal information be shared?

Information will be shared with the following organisations who together with Council representatives are the core members of the SAG:

- Epsom & Ewell Borough Council
- Surrey Fire and Rescue
- Surrey Police
- South East Coast Ambulance Service Trust and / or other relevant medical voluntary agencies
- Surrey County Council Traffic Manager
- Surrey County Council Emergency Management Team
- Other relevant stakeholders co-opted on to the SAG

Your information will not be passed to organisations external to the SAG for marketing, sales or any commercial use without your express consent.

6. How do we keep your personal information secure?

The security of your personal information is important to us and we follow our security policies and procedures to safeguard access to and use of your personal information

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7. How long will we keep your personal information?

Your personal information will be kept for 6 years after the event has taken place or from the end of any investigation to ensure that we have a record of the advice and guidance provided to you.

8. What are your Information Rights?

Your Information Rights are set out in the law and subject to some legal exceptions you have the right to:

- have any inaccuracies corrected
- have your personal data erased
- place a restriction on our processing of your data
- object to processing
- request your data be ported

You also have the right to request a copy of the personal information that the Council holds about you.