

Privacy Notice for Emergency Response

**June 2018
V1.0**

Emergency Response

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- Members of the public
- Businesses
- Professionals

It describes how we collect, use and share personal information about you

- In relation to emergency response
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Purpose(s)

We collect your personal information for the following purpose(s):

- to provide a duty to look after people in an emergency in accordance with the requirements with the Civil Contingencies Act 2004
- to maintain business continuity and ensure the safety of the people of Bolton
- to continue to deliver vital services

Categories of personal data

In the course of carrying out the service we may collect personal data in order to undertake an emergency response. We may collect and obtain:

- Name
- Date of birth
- Address
- Contact details (phone number)
- Physical or mental health – special category data
- Next of kin
- Racial or ethnic origin – special category data
- Religion – special category data
- Financial information

Legal basis for processing

The legal basis for processing your personal information is:

- Performing or exercising obligations under law e.g. Civil Contingencies Act 2004 and Emergency Response and Recovery Guidance (HM Government) 2004 and all other associated guidance
- in the public interest or in the exercise of official authority
- processing is necessary for reasons of substantial public interest

Information sharing/recipients

We may share and receive personal information about you with the following types of organisations:

- Teams within the council e.g. Council tax when applying for council tax discounts
- Other neighbouring Local authorities
- Police forces, including the British Transport Police
- Fire services
- Ambulance services
- NHS England and Public Health England
- The Environment Agency
- Electricity distributors and transmitters
- Gas distributors
- Water and sewerage undertakers
- Telephone service providers (fixed and mobile)

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You may exercise the rights listed in the [Guide to exercising your rights](#) in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at: information.security@bolton.gov.uk

If you are still unsatisfied you should contact The Information Commissioner's Office by post at The IOC, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details