

Privacy Statement

Community Services

Your Data

What data we collect

We may collect the following personal data:

- Names
- Addresses
- Phone Numbers
- Email addresses
- Date of birth
- Medical information (if required)
- Names and contact phone numbers of emergency contacts
- If you are a member of the European Economic Area and if not, if you have a valid work permit
- Your qualifications and employment status
- Names, addresses, email addresses and phone numbers of references (if required).
- Photographs and videos of residents participating in community events and projects
- Banking details (eg for grant distribution)
- Copies of insurance and other health and safety certificates

Why we collect it

Brentwood Borough Council collects this information to enable us to deliver a range of community development services. This includes:

- Processing information to fulfil requests such as registering as a volunteer and managing volunteer applications and placements and inform you of future volunteering opportunities within the Council.
- Processing and managing funding applications and payments, making grant payments to successful applicants
- Managing sponsorship agreements or informing community groups and organisations about our projects and local events.
- To enable us to manage, record and report on events and ensure public and performer safety at said events.
- To process stallholder applications
- Inform you of future funding opportunities within the Council.

Where it will be stored

Your data is accessible only by members of the Economic Development and Community Services teams. It will be stored securely on Brentwood Borough Council's server. Details about how your data is held securely can be found in our Corporate Data Protection Privacy Notice.

Who we will share it with

We will never sell your data, however we may share your personal data between our services and with partner organisations, when it will be of benefit to you, required by law, or to prevent and detect fraud. The partner organisations we may share your information with includes:

- Partner agencies, approved organisations and individuals working with the police.
- Partner organisations we have engaged to deliver services with us (where Third Party Data Sharing Agreements will be in place)
- We may also share your image from events on social media, on our website and with local press.
- External project and events organisers and managers

How long we will keep it

Your data will be reviewed and updated on an annual basis. It will not be kept for longer than necessary and in any event in accordance with the following guidelines:

- We will retain your data where you consent
- We will retain data for as long as it is needed to manage our processes.
- We will retain data for as long as it is needed to manage the sponsorship of the event and send you further information about other Council sponsorship opportunities.

We will only keep your information for as long as necessary. The retention period is either dictated by law or detailed in our Document Retention Policy which can be found on our website. Once your data is no longer needed it will be securely and confidentially destroyed.

Your rights

- The right to be informed – this relates to how we use your personal data
- The right of access - You can ask for access to the information we hold on you
- The right to rectification - You can ask to change information you think is inaccurate
- The right to erasure - You can ask to delete information (right to be forgotten) in certain circumstances
- The right to restrict processing - You can ask to limit what we use your personal data for
- The right to data portability - You can ask to have your information moved to another provider
- The right to object – You can object to the processing of your personal data in certain circumstances
- You also have rights in relation to automated decision making and profiling

You can make any of these requests by emailing localism@brentwood.gov.uk

You can find more information here:

<http://www.brentwood.gov.uk/index.php?cid=2879>

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