

HASLINGFIELD PARISH COUNCIL

Covid-19 Haslingfield Support Team Privacy Policy August 2020

This privacy notice is to make it clearer to understand and provide you with more information about how Haslingfield Support Team may seek to collect and hold information about you in relation to the unprecedented challenges we are all facing during the Coronavirus pandemic (COVID-19).

The information we have collected about you is limited to what is proportionate and necessary, taking into account the latest guidance issued by the Government and health professionals, in order to manage and contain the virus.

Holding this information has enabled us to effectively fulfil our functions to keep people in Haslingfield safe and to put contingency plans into place to safeguard those who may be vulnerable during this difficult period.

Our contact details

Jacqui Cressey – Haslingfield Parish Clerk & RFO
Haslingfield Village Hall, High Street, Haslingfield CB23 1JP
Phone Number: 01223 870269
Email: clerk@haslingfieldparish.co.uk

The type of personal information we collect

We currently collect and process the following basic information about you:

- Name
- Age
- Postal Address, phone number, email address
- Basic details about your health to identify if you (or those closely linked to you) are in any of the high-risk categories and would be considered vulnerable, if infected with Coronavirus

How we get your personal information

The legal basis for processing the data is that it is in the public interest for us to deal with the outbreak of Covid-19. To the extent we process special category information (data relating to health), the processing is necessary for public health purposes (protecting against serious threats to health).

Most of the personal information we process is provided to us directly by you for the following reasons:

- If you are an individual requiring assistance –
 - to enable our volunteers to support you during the Covid-19 pandemic
 - keep you in contact with vital services
- If you are a volunteer –
 - then we will also collect information from you about the skills (professional or otherwise) you have and how you or your business can help with the response to the emergency
 - to enable us to communicate with to you in order to provide the Community Hub services.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Local community groups in Haslingfield; the Wardens Scheme, the Luncheon Club, the Community Car Scheme
- South Cambs District Council – information from the electoral roll

Why we share your information

We use the information that you have given us in order to:

- Identify those in higher risk groups to offer them support such as food collection, medical collection and deliveries
- Co-ordinate volunteer services
- This list may change depending on the needs of the response efforts however any use of data will be proportionate and necessary for the delivery of those efforts.

Who will we share your information with?

If you are a volunteer or are using the Haslingfield Support Team service, we may share information with:

- South Cambs District Council
- Haslingfield Support Team volunteers
- Haslingfield Wardens Scheme

We will not share your information with anyone else unless required to do so under additional legal requirements, for example to assist the government in containing the spread of Covid-19. This may be where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations.

Information will not be shared with other organisations for any other non-related purposes.

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long will we retain your personal data?

We will only keep your information for as long as it necessary, taking into account of Government advice and the on-going risk presented by Coronavirus. At a minimum the information outlined in this privacy notice will be kept for the duration of the COVID 19 response.

Information provided in relation to this outbreak of Coronavirus will **not** be used for any other purpose, including to be held within personnel files 'just in case' it may be needed again after the end of the pandemic.

When the information is no longer needed for this purpose, it will be securely deleted.

How we store your personal information

Your information is securely stored in a password secured electronic file on the Parish Clerk's Laptop

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request as follows:

E: clerk@haslingfieldparish.co.uk

Tel: 01223 870269

By post: FAO The Parish Clerk, Haslingfield Village Hall, High Street, Haslingfield, CB23 1JP

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to; Jacqui Cressey
Haslingfield Parish Clerk & RFO

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>