



New Romney Town Council



PRIVACY STATEMENT

Community Emergency Plan for the Parish of New Romney - Privacy Statement

We keep this privacy notice under regular review and it was last updated on 13th October 2021.

New Romney Town Council respects your privacy and is committed to protecting your personal data. This privacy notice is supplemental to our corporate privacy statement which is published on the Town Council website, and informs you as to how we will process, share and look after your personal data relating to the Community Emergency Plan for the Parish of New Romney.

Who we are

New Romney Town Council

The personal information we collect and use

Information collected by us

In the course of preparing for and responding to a community emergency, the personal information we will collect about you, if you decide to complete the Emergency Plan Reply Slip, will include:

- name
- contact details e.g. phone number or email address
- address
- postcode

How we use your personal information

We will use your personal information to:

- identify and record people who may be vulnerable in the event of a community emergency and who may, therefore, require additional assistance

- for planning a response in the event of a community emergency
- deliver assistance to vulnerable residents in the event of a community emergency, including the provision of information and advice

Any use of data will be proportionate and necessary for the implementation of the Emergency Plan in the event of a community emergency.

Reasons we can collect and use your personal information

We rely on the following as the lawful bases on which we will collect and use your personal data:

- ‘Vital Interests’ (the processing is necessary to protect or save someone’s life)
- ‘Public Task’ (the processing is necessary to perform a task in the public interest or for our official functions)
- ‘Legitimate Interests’ (the processing is necessary to support the legitimate business of the Town Council in carrying out its duties)
- ‘Consent’ (consent has been provided by the Data Subject to process the data)

Some of the information being used will already be held by us and will be already kept in line with our Retention Policy.

However, in some cases, we will be collecting new information for the Community Emergency Plan Appendices (Volunteers and / or Vulnerable residents about whom we do not currently hold any information). We will not keep this information for any longer than necessary. The information will be reviewed regularly and kept in accordance with the Town Council’s Retention Policy.

Who we share your personal information with

We will only share personal information where it is necessary and proportionate in responding to a community emergency and either providing you with assistance (if you have identified yourself as a vulnerable resident) or seeking your assistance (if you have volunteered your skills, experience or equipment). We will only, where applicable, share your personal information with the following:

- members of the Community Response Team so that an appropriate response to a community emergency can be implemented
- community hubs
- voluntary organisations and any other providers where we feel they can help assist you in the event of a community emergency

We will only share the minimum information necessary for the purpose.

Your rights

For information on how to exercise your rights, please refer to the Town Council's corporate Privacy statement, which is published on the Town Council website.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Contact

For information on who to contact if you wish to exercise any of your rights or have a complaint about how your personal data has been used, please refer to the Town Council's corporate Privacy Statement, which is published on the Town Council website.



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