

## **Coronavirus response Privacy Notice**

### **Who are we?**

Fenland District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). This Privacy Notice is designed to help you understand how and why we have processed your personal data to provide assistance during the coronavirus pandemic. For more information on your rights and how to lodge a complaint, you should read this in conjunction with the Council's [Privacy Statement](#).

### **What personal information do we collect?**

The council holds data on you which was provided by you for specific reasons. The council would usually seek to inform you that the data provided would be used for a different purpose. Due to the rapidly emerging situation regarding the current pandemic, this will not always be possible. If we already hold information regarding vulnerability, we may share this for emergency planning purposes or to protect your vital interests by sharing with services both inside and outside the Council. We shall also use this information to contact those with vulnerabilities in order to provide support during this period.

The information that will be used includes but is not limited to the following:

- Information about you, this could include your name, address, date of birth
- Financial information, such as your benefit entitlement
- Information about your family and social circumstances
- Physical or mental health details (where appropriate)
- Social care support/involvement

We get most of this information from you, but we may also get some of this data from:

- Central government agencies
- Other local authorities
- Health and social care providers
- Police and probation services
- Members of the public (referrer)
- Commissioned partners
- Family members
- Local charities and other community support groups

The personal information being processed will be sourced through a number of different channels, including but not limited to:

- Internal information from the electoral register
- Financial and economic information provided by Anglian Revenues Partnership
- Datasets provided by NHS England and other health partners

## **Why do we need this?**

We need to process this information in order to:

- Contact vulnerable individuals to inform them of the support they can receive from voluntary groups
- Contact small business owners regarding the small business grants

## **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we are using:

- Article 6.1(a) - the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- Article 6.1(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data in line with:

- Article 9.2(g) of the GDPR - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

The processing of special category under Article 9 also requires the following conditions for processing from the UK Data Protection Act 2018 to be met:

- Schedule 1, Part 2 section 6(a), processing is met under the exercise of a function conferred on a person by an enactment
- Schedule 1, Part 1 section 2(1), this condition is met if the processing is necessary for health and social care purposes

We also have a duty to comply with the obligations set out in other legislation such as:

- The Care Act (2014) – this allows councils to share data to promote individual wellbeing, support individual need for care and promote the integration of health and social care.

## **Who will we share this with?**

Sometimes we need to share your information with others. We will only do this when it is necessary in order to provide the support needed, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations including, but not limited to:

- Health service providers, including NHS agencies (GPs, hospitals, ambulance, health visitor, mental health services)
- Cambridgeshire County Council
- Volunteer groups
- Town and Parish councils
- The Department for Environment Food and Rural Affairs with your consent

The privacy notice for DEFRA services can be found [here](#).

## **How do we keep your records confidential and secure?**

Everyone working in the Council has a legal and professional duty to ensure that all your information is safely and securely protected and kept confidential. We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Our networks are kept secure, internal and external IT is protected using appropriate safeguards, and audits ensure we protect your right to privacy and confidentiality. We only keep your records as long as we need to and are required to by law, after which they are securely destroyed.

## **How long is my information kept for?**

We will only use your personal information whilst delivering support and assistance to you during the pandemic or longer if the law requires. Please see the Information Asset Register/Retention Schedule for details of how long we keep specific information sets.

## **Changes to this notice**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.