

Privacy Notice for Welfare Centres

Service description

Canterbury City Council is a Category 1 responder under the obligations of the Civil Contingencies Act (CCA) 2004, to deliver the aims and statutory responsibilities of the Act. Canterbury City Council facilitates the sharing of information with and co-operation of the partners and supports them in meeting their statutory obligations under the CCA.

Processing activity

The purposes for which your data will be used:

- We use your personal information to keep you up to date with training, events and in the event of an emergency.
- We also share this information with neighbouring boroughs, districts and parishes for planning and insurance purposes.

Information requirements

In the course of coordinating Welfare Centres, we collect the following personal information when you provide it to us:

- Names of keyholders
- Address and Telephone number(s)
- Email address

Lawful bases

Our **lawful basis** for processing your personal information is:

- 'processing is necessary for compliance with a legal obligation', specifically the statutory responsibilities given to Canterbury City Council under the Civil Contingencies Act 2004.

Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#).

Data Processors

Canterbury City Council use Google LLC as a data processor, Google LLC subscribe to the Privacy Shield Framework which is treated as an adequacy decision.

Data sharing

Information is shared with the partners such as Kent Resilience Forum, Kent Police and Kent Fire and Rescue Service via e-mail, phone or Resilience Direct which is a secure platform for sharing information that supports effective multi-agency working.

We do not routinely share your personal information outside of the above partners. However, we may need to share your personal data as part of multi-agency planning and response procedures.

We will share personal information with the above partners in so far as it is necessary to enable Welfare Centres to function efficiently and effectively. We may share your personal information with law enforcement or with others if required to so by law or if we have the legal power to do so and sharing that information is necessary to enable Welfare Centre staff and partners to complete their duties efficiently and effectively.

Details of other sharing arrangements are detailed in the Kent & Medway Information Agreement.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at www.canterbury.gov.uk/privacy for further details of how we process your personal information and your rights.