

# Privacy Notice for Customer Incident Register

## Service description

Canterbury City Council, the data controller, has a legal responsibility for the health, safety and welfare of its employees. In the likelihood or event of an incident involving threat or actual violence towards its employees we will keep a record to help us with that responsibility.

## Processing activity

The purposes for which your data will be used:

- Protecting the health, safety and welfare of Canterbury City Councils employees and partners

## Information requirements

This information may include:

- Name, address, description of the incident including participants, records of phone calls, correspondence, video recording from body cameras or CCTV, statements from witnesses

## Lawful bases

Our lawful bases for processing your personal information are:

- Legal Obligation

## Your rights

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

## Data Processors

N/A

## Data sharing

We may rely on a number of exemptions, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

We will share this information internally within Canterbury City Council to better protect our employees. We will share this information with organisations that provide services to Canterbury City Council and organisations that work with Canterbury City Council.

## 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](http://www.canterbury.gov.uk/privacy) for further details of how we process your personal information and your rights