

## Area Action Partnership Privacy Notice

### • Who we are and what we do

*Area Action Partnership (AAP)  
Durham County Council,  
Transformation and Partnerships,*

AAPs brings together local people, councillors and partners to set local priorities and explore ways to take action to address these priorities. People can get involved in the AAPs through the AAP Forums or by participating in AAP Board meetings. The AAPs have a decision making board of 21 people and associated funds, which can be used to support local projects that address the priority areas agreed on by the Partnerships.

We can be contacted at [aap@durham.gov.uk](mailto:aap@durham.gov.uk)

At times, we will also consult to help us with setting our priorities and decision making. When consulting, we will ask people to provide us with equalities information about themselves to help us meet the Public Sector Equality Duty / Equality Act 2010. However, responses are optional.

For the purposes of Data Protection, Durham County Council is the Data Controller for AAPs

### • What type of personal information do we collect and how do we collect it?

#### What type of Personal Data do we collect?

We may collect the following types of Personal Data:

- Your name, address, email address, telephone number and other contact information that allow us to work as an AAP

And the following special category data

- Equalities data including age, gender, disability, sexual orientation, religion or belief, ethnicity (optional responses)

## How we collect your Personal Data

We may collect your Personal Data in a number of ways, for example:

- When you contact us via our websites or social media
- By telephone
- By paper forms/surveys
- Electronically through an online survey form
- Electronically if you contact us from an email address
- Face to face interview with an interviewer using a paper or electronic survey
- Letter response which you send us

### • What is our power to obtain and use the personal data?

#### Lawful Basis (Article 6)

- a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes. For example when you sign up to our email list or forum.
- b) processing is necessary for compliance with a legal obligation to which the controller is subject
- c) 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.

And for special category data (**Article 9**):

**b)** processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law

**j)** processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with [Article 89\(1\)](#) based on 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

### • What is your personal information used for?

We use your personal data to tell you about our services as well as handle your cases when brought to the relevant AAP.

- To provide you with our services, and to develop and improve the services;
- To ensure that the information we hold about you is kept up-to-date;
- To process funding applications
- To monitor projects funded via your AAP and Durham County Councillors
- To inform you of the work of your AAP, the work of partner organisations and information on local events etc.
- To comply with the Public Sector Equality Duty / Equality Act 2010
- To help us make informed decisions.

**• Will your personal information be shared?**

Information may be shared with your AAP's Board Members. A full list of current AAP Board Members for each AAP can be found at <http://www.durham.gov.uk/AAPs>

When we consult, anonymised data may be provided to relevant organisations such as partners, stakeholders or statutory bodies.

**• How do we keep your personal information secure?**

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

Examples of our security for consultations include:

- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches)
- Paper responses are scanned into electronic secure systems and then destroyed.

• **How long will we keep your personal information?**

After we deliver a service to you or engage you in our consultation, we have to keep your information as a business record of the service or consultation. The type of service will determine how long we have to keep it. Our corporate retention guidelines available on <http://www.durham.gov.uk/dataprivacy> show how long we keep it for different services. This ranges from months for some records to decades for more sensitive records.

• **Is your personal information processed overseas?**

We do not send your information outside the EEC.

• **Marketing (if applicable)**

We do send you information about the work of your AAP, the work of partner organisations and information on local events etc. We will request your consent before including you on the relevant AAP mailing list.

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

• **What are your Information Rights?**

*Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:*

- *to have any inaccuracies corrected;*
- *to have your personal data erased;*
- *to place a restriction on our processing of your data;*
- *to object to processing; and*
- *to request your data to be ported (data portability).*

***“If you wish to exercise your information rights, please contact the Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or alternatively write to DPO, Room 143-148, Floor 4, County Hall, Durham County Council, DH1 5UF”***

*You also have the right to request a copy of the personal information council holds about you.  
To do this, please use this link <http://www.durham.gov.uk/inforights>*

*To learn more about these rights please see the ICO website.*

*If something goes wrong with your personal information, or you have questions about how we use it, please contact the Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) .*

*If we have not been able to deal with your complaint, you can also contact the*

*[Information Commissioner's Office](#)*

*Information Commissioner's Office*

*Wycliffe House*

*Water Lane*

*Wilmslow*

*Cheshire*

*SK9 5AF*

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

**Fax:** 01625 524 510