

Privacy Notice for Social Media

1. Who we are and what we do

Durham County Council
Powered by People website

The Communications and Marketing Team is responsible for the promotion of services, campaigns and events in order to provide information on behalf of the council.

The Business Durham team are responsible supporting Durham's business community.

For more information, see www.poweredbypeople.co.uk.

2. 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 and email address
- Any other comments/images you send us

How we collect personal information

We may collect this information through our website feedback form.

3. What is our power to obtain and use the personal data?

When we collect and use your personal information we rely on the following lawful basis:

Article 6

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Any communication sent after that point will include a link to withdraw consent.

4. What is your personal information used for?

We use the information to:

- Advise businesses on starting up or relocating to the county
- Give further information on Powered by People
- Provide ongoing information relevant to the Powered by People campaign (only with express written consent)

5. Will your personal information be shared?

We will not share any personal data that you supply to us.

6. 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.

7. How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type service will determine how long we have to keep it. Our [corporate retention guidelines](#) show how long we keep it for different services. This ranges from months for some records to decades for more sensitive records.

The retention period for this website is 1 year.

8. Is your personal information processed overseas?

We do not you send personal information outside the EU to be processed.

9. Marketing (if applicable)

At no time will your information be passed to organisations external to us.

We will only contact you with further information if you have given your explicit written consent when you submit the website form. Any communication sent after that point will include a link to withdraw consent.

10. 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
- 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 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 learn more about these rights please see the [Information Commissioner's Office](#) 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.

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

[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