

3 Towns Partnership (AAP) Privacy Notice

1. Who we are and what we do

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

3 Towns Partnership 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 *3 Towns Partnership* through the *3 Towns Partnership* Forum or by participating in *3 Towns Partnership* Board Meetings. The *3 Towns Partnership* has 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 Partnership.

We can be contacted on 03000 267539, threetownsaap@durham.gov.uk or at www.durham.gov.uk/3townsaap

For the purposes of Data Protection, Durham County Council is the Data Controller for the Three Towns AAP

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, address, email address, telephone number and other contact information that allow us to work as an AAP
- If you are a member of the 3 Towns Youth Forum we will also collect Health Data as part of the Parental Consent/ Medical form where parents will be asked to list any medical conditions or prescribed medication you want the group leader / activity coordinator to be aware of.

How we collect your Personal Data

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

- When you contact us via ,

- <http://www.durham.gov.uk/3townsaap> or social media
- By telephone or email
- By paper forms

3. 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 for our email list of Forum.
- b) 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

Special Category Data

- If you are a member of the 3 Towns Youth Forum we will also collect Health Data as part of the Parental Consent/ Medical form where parents will be asked to list any medical conditions or prescribed medication you want the group leader / activity coordinator to be aware of.

Conditions from Article 9

Conditions for processing special category data are known under Article 9.

- a) the data subject or their parent/guardian has given explicit consent when they signed up to our Youth Forum if they wish to opt out then they cannot participate in the Youth Forum.

4. 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 *3 Towns Partnership*.

- 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 the *3 Towns Partnership* and Durham County Councillors
- To inform you of the work of the *3 Towns Partnership*, the work of partner organisations and information on local events etc.

5. Will your personal information be shared?

Information may be shared with AAP Board Members. A full list of current *3 Towns Partnership* Board Members can be found at <http://www.durham.gov.uk/3townsaap>

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 including additional appropriate security measures for special category data.

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 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.

8. Is your personal information processed overseas?

We do not send your information outside the EU.

9. Marketing (if applicable)

We do send you information about the work of the *3 Towns Partnership*, the work of partner organisations and information on local events etc. We will request your consent before including you on the *3 Towns Partnership* mailing list.

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; 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 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 <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 .

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