

**Privacy Notice**  
**Durham County Council**  
**Regeneration and Local Services**  
**Planning and Assets**  
**Strategy and Project Development**

**1. Who we are and what we do**

**Who we are**

Durham County Council  
Regeneration and Local Services  
Planning and Assets  
Strategy and Project Development

**What we do**

The Strategy and Project Development Team manages the development priority projects in our service area and offers information, advice and guidance to others undertaking similar work. Working in a multi-disciplinary approach with partners to develop robust business cases, secure funding and manage projects to support economic growth. The team manages a project pipeline, informs and influences local, regional and national policy and strategy development to maximise investment, regeneration and growth potential for the county.

For more information see the [Durham County Council website](#).

For the purposes of Data Protection, Durham County Council is the Data Controller for your information.

**2. What type of personal information do we collect and how do we collect it?**

**We may collect the following personal information about you:**

- Name
- E-mail address
- Telephone number(s)
- Your home/work address
- Other contact details

**How we collect Personal Information:**

We may collect information about you in the following ways:

- Telephone
- E-mail
- In Writing
- Website
- Face to face meetings

We may also obtain your information from a third party. This would be a partner organisation of Durham County Council.

**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:

**Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions.

**Legitimate Interests** : processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

#### **4. What is your personal information used for?**

Strategy and Project Development collects and processes information about you for the following purposes:

- To provide you with our services
- Develop and improve our services
- Update your records

We may not be able to assist you if you do not provide us with your personal details.

#### **5. Will your personal information be shared?**

Your information will not be shared with other organisations unless there is a legal basis for doing so e.g. for the Prevention or detection of crime

#### **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 of service will determine how long we have to keep it.

The type of service you receive will determine how long we have to keep your information. Our [corporate retention guidelines](#) show how long we keep information for different services

The retention periods for this are shown below;

- Public consultation - consulting in the development of significant policies of the local authority (five years from closure of the consultation).
- General enquiries and responses to Strategy and Project Development regarding projects, policy or proceedings (two years from conclusion of action).
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#### **8. Is your personal information processed outside the European Economic Community?**

We do not process your personal information outside the EC.

#### **9. Marketing**

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.

#### **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:

- Have any inaccuracies corrected;
- Have your personal data erased;
- Place a restriction on our processing of your data;
- Object to processing; and
- Request your data to be ported (data portability).

**If you wish to exercise your information rights, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or alternatively write to:**

DPO,  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham  
DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [dataprotection@durham.gov.uk](mailto:dataprotection@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

#### **Further Information**

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our 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