

Privacy Notice: Coronavirus community volunteering

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

1. Who we are and what we do?

This Privacy Notice provides privacy information for community volunteering during the Coronavirus pandemic.

AAP's 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 AAP's through the AAP's Forum's or by participating in AAP Board Meetings. The AAP's have 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.

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

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

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

To offer the service, the Council will collect and hold information about you. This may include:

- name, phone number and email address

We collect information about you in the following ways:

- online form

3. What is our lawful basis to obtain and use your personal information?

To enable us to offer this service, it is necessary for us to use your personal information. To do so we will use the following legal basis for processing your information:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

4. What is your personal information used for?

Information will be used for the following purposes:

- It will be published on our Locate website (<https://www.durhamlocate.org.uk/>) so that people in need of support and help during the Coronavirus outbreak can contact you for help.

5. Will your personal information be shared?

Your information will be included on the public-facing Locate website.

6. How do we keep your information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

7. How long will we keep your personal information?

We will only hold and publish your information for the length of the Coronavirus outbreak.

Personal information processed outside of the European Union (EU)?

We do not process your personal data outside of the EU.

8. Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

9. What are your information rights?

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

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at inforights@durham.gov.uk

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

10. 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 or write to:

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

If we have not been able to deal with your query, 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