

## 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, email address, postal address and organisation name if applicable

**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:**

- For organisations providing services relevant to the COVID-19 outbreak information may be published on our [Locate website](#) so that people in need of support and help during the Coronavirus outbreak can contact you for help.
- We may also share your information with a business or organisation relevant to your request for support or help, for example if you require specialist equipment your information would be shared with the potential provider of this equipment. Who will then make an approach to you on this basis.

- The sorts of businesses and organisations who we will be working with to provide support and who are looking for support will be most likely be from the charity or community sector, drivers for deliveries, those able to support customers services and other telephone support, as well as those with premises for storage and distribution and skills such as IT and finance, relevant to providing additional support to the COVID-19 response.

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

- Your information will be included on the public-facing Locate website.
- Your information may also be shared with businesses and organisations as detailed above (section 4).

**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.

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

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

**9. Marketing**

We will not use your information for direct marketing without your 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:

- 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 online or download an application form from the [Durham County Council website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

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

## **11. 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) 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  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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