

Privacy Notice
Durham County Council
(Regeneration, Economy and Growth)
(Toft Hill Bypass consultation)

1. Who we are and what we do?

Who we are:

Durham County Council
Regeneration, Economy and Growth
Transport and Contract Services
Transport and Infrastructure Projects Team

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

What we do:

This team is responsible for the development and overseeing of major transport projects.

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

Whose data do we collect?

The Council may collect and retain personal data that you provide in relation to the consultation responses.

The following types of Personal Data that will allow us to meet our organisational, legal and statutory obligations.

We collect the following personal information about you:

- Name
- Address and postcode
- Email address.

The Council will also collect and retain the following special category data:

- Equalities data including gender, disability, sexual orientation, religion or belief, ethnicity (optional responses).

How you collect Personal Information

We collect information about you in the following ways:

- when you return the paper consultation survey

- through meetings (face to face or online)
- when you return the online consultation survey on the DCC website
- when you contact us via telephone or email
- when you register for an online consultation event (web-based software may be used such as Eventbrite)
- online consultation events may be recorded.

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

The lawful basis for collecting and processing your personal information is covered under Articles 6 and 9 of the General Data Protection Regulation (GDPR).

The 6 Lawful Basis (Article 6)

- c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- e) 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;

We may also collect and process special category data, which is any personal information listed in section 2. The lawful basis for using your special category information is covered under Article 9 of the General Data Protection Regulation (GDPR).

The 6 Lawful Basis (Article 9)

- a) the data subject has given explicit consent
- e) processing relates to personal data which are manifestly made public by the data subject
- f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- g) processing is necessary for reasons of substantial public interest.

4. What is your personal information used for?

Durham County Council holds and processes your information in order to:

- To provide you with our services, and to develop and improve the services
- To provide you with relevant advice and information
- To ensure that the information we hold about you is kept up-to-date
- For assessment and analysis purposes to help improve the operation of our service
- To comply with legal obligations
- To provide information for statistical analysis.

5. Will your personal information be shared?

Your information will not be shared with other organisations unless we have your consent or there is a legal basis for doing so.

For example, if relevant and necessary we may share some of your personal information as part of any future stages of the Toft Hill Bypass proposals including name and address, on the Council's website, as part of a Public Inquiry and to the Secretary of State.

Phone numbers, email addresses and your signature are not shared.

We may legally be required to disclose your details if required to for legal or regulatory reasons.

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.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password).
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong.

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](#) show how long we keep it for different services. This ranges from months for some records to decades for more sensitive records.

Guidance on retention periods are in line with guidance and procedures contained within the [Records Management](#) Section: Guidance and Procedures.

The retention periods for consultations are: 5 years

8. Is your personal information processed outside the EU?

We do not process your personal information outside the EEC your personal information.

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
- to 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 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 inforights@durham.gov.uk

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.

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 51