

PRIVACY NOTICE

Water Resilient Cities



Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679).

The information being processed

The following information will be held securely by Plymouth City Council and shared with project partners within the Water Resilient Cities (WRC) Project Group for the purposes of updating you on the project pilots and informing you of future events organised by the WRC project and other related EU interreg programmes. Your data will be held securely by Plymouth City Council and will not be shared with anyone outside of the WRC project group without your permission.

- Full name
- Email address
- Job title
- Employer name
- Employer address
- Employment sector
- Details of event attendance
- Dietary requirements and access issues (for events)
- Details of any enquiries and responses to these

This information will be used for organising events, responding to enquiries, evaluating the project and website and maintaining and communicating with a network of practitioners and interested parties.

The Use of Cookies on this website

Most websites use cookies to carry out a range of useful activities. Cookies are small files that are installed to your computer. For example, cookies are used when you are shopping on the web so that the website remembers what you are doing e.g. what's in your shopping basket as you move between pages.

This website and its operators are committed to providing the best user experience and to do this, we collect data upon how you use and find the website. Cookies are installed by the website to your computer. These cookies do not collect or hold any personal data and the information gleaned is anonymous.

Data collected is used to gauge how our website users use and find our website. We do not use cookies to collect personal data.

You can use your browser, usually under the tools menu, to turn off the option to install cookies on your computer. This will turn off the right for a browser to install cookies on your computer from ALL websites and will break the operation of some of these websites. You can change this and allow the use of the cookies after you have set the option to no. Visit [About Cookies](#) for a more detailed explanation.

We take our privacy policy very seriously and cookie usage is part of this policy. If you have any questions on how we use cookies then please contact us.

Information Sharing

To ensure that the council provides you with an efficient and effective service we will sometimes need to share your information between teams within the council as well as with our partner organisations that support the delivery of the service you may receive. In this case, the information collected will be shared with WRC project partners as listed on the website.

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share your information for marketing purposes.

Retention Periods

We will only keep your information regarding event attendance or enquiries made for up to 4 years. If you have joined our WRC network to receive further information, we will include an opportunity to

Purpose of Processing Personal information

As a local authority, the council delivers services to you. In order to do this in an effective way we will need to collect and use personal information about you.

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner.
- Collect personal information for a specified, explicit and legitimate purpose.
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.
- Ensure the personal information is accurate and up to date.
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.
- Keep your personal information securely using appropriate technical or organisational measures.

Your Rights

You have certain rights under the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR), these are:

- The right to be informed via Privacy Notices such as this.
- The right of access to any personal information the council holds about yourself.
- The right of rectification, we must correct inaccurate or incomplete data within one month.
- The right to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information.
- The right to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future.
- The right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked.
- The right to object. You can object to your personal data being used for profiling, direct marketing or research purposes.
- You have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

Consent

During your contact with the council you will be informed of how you, or your children's, information will be used and shared with other services or organisations.

We will usually seek your consent prior to processing or sharing your information, If you object you must inform the council, however, if there is a legal reason, as outlined under the Data Protection Act, we may not require your consent, for example:

- To protect a child, a vulnerable adult, or member of the public
- Where the disclosure is necessary for the purposes of the prevention and/or detection of crime.
- Tax or duty assessment
- Required by court or law

Where we need to disclose sensitive or confidential information such as medical details to other partners, we will do so only with your prior explicit consent or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

Details of transfers to third country and safeguards

Your personal and sensitive data will only be stored and processed on servers based within the United Kingdom.

Data Controller

Plymouth City Council is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

Contact details for the council's data controller are:

Data Protection Officer, Plymouth City Council, Ballard House, West Hoe Road, Plymouth PL1 3BJ.
Email: dataprotectionofficer@plymouth.gov.uk