

## **Data Protection Privacy Notice**

Service: Countryside and Leisure

Team: Countryside Team

Processing activity: Administering the Arts and Culture East Devon network and maintaining a website directory

### **The Data Controller**

East Devon District Council's Leisure and Countryside Service

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing [countryside@eastdevon.gov.uk](mailto:countryside@eastdevon.gov.uk) or by calling 01395 517557.

### **The Data Protection Officer**

Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk)

### **Use of your personal information**

We are using your personal information for the purpose of establishing and maintaining a web directory of arts and culture organisations and individuals and for maintaining a mailing list of interested individuals, coordinating network meetings and training events -on the basis of your consent.

Your personal information will be used to provide you with a regular newsletter, providing you with information about networking and training events and to administer those events.

Should you choose to join the ACED Directory, information about your organisation, including any personal contact details you provide, will be published in our Arts and Culture East Devon directory which is published online.

The information that we hold will be your name and contact details, usually in the form of an email address and any personal data provided as part of your submission.

We do not intend to process special category data relating to your health, race, ethnicity, political opinions or religious beliefs but, where that may be the case, such as specific requirements for training events, this will only be processed with your consent.

### **Who will receive or see my personal information?**

Your personal information will be available to be seen by those within the relevant service and within support services (such as the Legal and Finance Teams and third party payment handler) where necessary to carry out the purpose.

Your Arts and Culture East Devon directory form submission will be published in full on our website as part of the directory and will therefore be publicly available – this will include any personal contact details that you provide.

Externally, your name and contact details will be shared with external training providers, as appropriate.

We may also share information with our corporate safety officer when our staff safety is viewed as being at risk. Information may also be shared with partner agencies during safeguarding investigations, for fraud identification and prevention and in relation to our Prevent duty pursuant to the Counter Terrorism Act and associated legislation.

Your personal information will be stored securely and will not be accessible to anyone else, including other services within the Council, unless detailed above.

## **Retention**

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

## **Transferring personal information outside of the EU**

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

## **Your rights**

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of your consent you have the right to withdraw that consent at any time by emailing [aced@eastdevon.gov.uk](mailto:aced@eastdevon.gov.uk)

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

## **Complaints**

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Information Commissioner's Office [website](#)