

## **East Cambridgeshire District Council Coronavirus Privacy Notice**

This privacy notice is an addendum to our main privacy notice, and explains how East Cambridgeshire District Council (“the Council”) (as a Data Controller) will collect, use and protect personal data specifically with regard to the Covid-19 (coronavirus) Pandemic.

At this difficult time, we are working very closely with partners, central government, health and care providers, voluntary sectors as well as the volunteers who are helping to deliver the really vital care and support to our local communities. This means that we will need to receive and share personal information about our residents. This notice provides information about what kind of personal information that may be, what we may do with it and who may have access to it.

### **The information we hold and who it is about**

The Council already holds data regarding residents, employees and stakeholders. You may have provided this information for a specific reason. Normally, the Council would seek to inform you that the data provided would be used for a different purpose. Due to the rapidly emerging situation regarding the current pandemic this will not always be possible. If we already hold information regarding vulnerability as defined in the current guidance from the Government and [Public Health England](#), we may share this for emergency planning purposes or to protect your vital interests by sharing with services both inside and outside the Council.

The kind of personal information we may use/access are: names, age, household composition, addresses and contact details (email, phone numbers, mobile numbers and social media contacts). We may also use/access special category around health and care needs to help us identify and provide the support to those who most need it.

The information we collect is recorded in paper files, in databases and electronically on the Council’s secure networks where it is accessible only to staff who need to see it to deliver services to support our work around COVID-19.

### **Sharing information**

We may share personal information with other public authorities, emergency services and other stakeholders, both locally and nationally to make sure that we are delivering the best, coordinated service for residents. It is critical that we do this because then we can make sure that the right people are receiving the right support from the right resources.

### **Volunteers**

If you have volunteered to help the Council and become part of the Community Hub, then we will collect, use and store personal information about you. This will be your name, address, contact details and experiences as well as any relevant medical conditions to enable us to make best use of you. We may share your information with voluntary sector providers and other agencies if you are going to be working for them. Any information you provide will only be used for the purposes of the response to COVID-19.

### **Data protection**

As explained above, we will process your personal data for specific reasons during the coronavirus outbreak and below is the list of legal provisions under which the Council will do so:

- where processing is in the vital interests of yourself or another person (Article 6(1)(d) and 9(2)(c) GDPR)
- where processing is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) GDPR)

- where processing is necessary for the reasons of substantial public interest (Article 9(2)(g) GDPR)
- where processing is in the interest of public health (Article 9(2)(i) GDPR)

We also have powers under the Civil Contingencies Act 2004 which allows personal/sensitive information to be used where it is necessary to protect the vital interests of individuals, where either consent cannot be given or cannot reasonably be expected to be obtained. Vital interests do not just mean 'life or death' but also situations where there is a risk of significant harm to life and relate to emergency operations where individuals lives are potentially at risk.

### **How long we keep information for**

We will only keep your personal data for as long as is necessary for the purpose for which we are processing it, unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time period. At this stage it is not known how long data relating to the management of the pandemic will be retained. We will ensure that we follow any published guidance in this respect as it becomes available.

Where we do not need to continue to process your personal data, it will be securely destroyed.

### **Your rights**

The Information Commissioner's Office has published its own [FAQs](#) on data handling during the pandemic.

You have rights under Data Protection and these are detailed in our Privacy Notice which can be found at: <https://www.eastcambs.gov.uk/notices/privacy-notice>