

Privacy Notice for Community Services

Service description

The Community Services Division is a projected based department supporting residents across the Dover District.

Processing activity

In order to provide this service, it is necessary for us to collect and hold personal information about you. The information collected and held will vary and depend on the nature of the service. We will process personal information relating to:

- Community Grant Scheme
- Community Directory
- Community Caretakers
- ESAG Events
- Inspire
- Inspire Families
- Inspire to Change
- Roots 2 Work
- LIFT (Low-income family tracker)

Information requirements

The types of personal and special category data we collect include:

- Name
- Email address
- Address
- Telephone number
- Date of Birth
- Gender
- Disability Information
- Medical/health data
- Employment status

Lawful bases & Processing Conditions

The Council's lawful bases for processing your personal information under GDPR are:

1

- Article 6.1(a) the data subject has given consent to the processing of personal data for one or more specific purposes.
- Article 9.2 (a) the data subject has given explicit consent to the processing of special category data for one or more specified purposes.
- Article 6.1(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.
- Section 72 of the Welfare Reform and Pensions Act 1999.
- Section 134 of Welfare Reform Act 2012.

Reasons for processing

Some of the information that is collected is classified as **special category personal data**. In order to process this information, we must have an appropriate policy document which details how this information is handled. This is appended to our Data Protection Policy.

Data Processors

Personal information is processed and stored using the below council secure programs.

This includes:

- Microsoft 365 program (spreadsheets)
- ESRI (online mapping spreadsheet)
- LIFT (low-income family tracker)

Data sharing

As part of the Inspire Project, the information and personal data submitted when completing our referral form may be shared with activity providers. The shared data will include name, phone number and email address. This is so the young person who has been referred can be booked onto the selected activity.

We may also rely on a number of **exemptions**, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention

We **keep** your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for no longer than is necessary and will be held securely and disposed of confidentially in line with our departmental retention schedule.

Please refer to our Corporate Privacy Notice at www.dover.gov.uk/privacy for further details of how we process your personal information and your rights.