

## **EVENT OR OUTDOOR ACTIVITY APPLICATION - PRIVACY NOTICE**

Calderdale Council of Town Hall, Crossley Street, Halifax, HX1 1UJ is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously. This privacy notice explains how your personal information will be used in order for us to process your event application or outdoor activity application (sometimes also known as a License to Occupy) as you have requested.

### **The type of information we will collect**

The following personal information will be collected directly from you:

- Name and address
- email address
- telephone number
- emergency contact number for use during the event if necessary

### **Why we collect and hold this information**

Your personal information is collected for the following purposes:

- To process your event application.
- To ensure permission has been given by the Council to Applicants to use Council land/resources for the event.
- To enable communication and coordination between partners and Applicants, to help minimise any impact attributed to events. This includes exchanging risk assessments, event plans, and other relevant information.
- To ensure the correct process is followed for approval of any road closures.
- For public liability insurance purposes and to indemnify the Council against any liability for damages or costs incurred.

### **The lawful basis for the processing of your information**

- Article 6(1)(b) - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- 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

### **Sharing your personal data**

Your personal information will be shared where necessary with the following organisations:

- members of the event Safety Advisory Group (eSAG):
  - Calderdale Council services: Parking, Planning and Highways, Health and Safety, Registration and Licencing, Insurance
  - West Yorkshire Police
  - West Yorkshire Fire and Rescue Service
  - Yorkshire Ambulance Service
- West Yorkshire Combined Authority (WYCA)
- Environment Agency
- Utilities companies
- Strategic Integration Ltd t/as Open Brolly, the data processors for our Event Booking System

- Other individuals or organisations that may be directly affected by the event and/or those whom the Council may need to consult with to safely manage the event.

We will never share your information with third parties without your consent unless the law allows us to do so.

### **How long we will keep your information**

Calderdale Council will retain your information for a maximum of 6 years and 4 months from the date the site is handed back following the event.

If the Council is informed of an incident or personal injury at an event during the retention period stated above, the information may be retained for a longer period for that purpose.

### **Your rights**

The GDPR provides the following rights for individuals. Not all rights are absolute and therefore will only apply in certain circumstances:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Please contact the Council's Events and Licensing Officer Peter Vardy at [peter.vardy@calderdale.gov.uk](mailto:peter.vardy@calderdale.gov.uk) for further information.

You also have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. The Council's Data Protection Officer is Tracie Robinson and can be contacted at [information\\_management@calderdale.gov.uk](mailto:information_management@calderdale.gov.uk)

You also have the right to lodge a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

**Should you need clarification of any of these terms and conditions or require additional information or wish to discuss anything relating to your proposed Event, please contact Peter Vardy on 01422 384796, e-mail [eventsandfilm@calderdale.gov.uk](mailto:eventsandfilm@calderdale.gov.uk)**

**Advice will be given as referred to in the Special Conditions or as appropriate, but, where so given, neither the Council nor its employees accept any liability for loss or expenditure attributable to such advice.**