



Blackburn with Darwen Council Privacy Notice

Service area – Covid Community Champions

Purpose we collect the data

Service delivery

Service improvement

Service planning, research and evaluation

Categories of data we collect

Name of BwD citizen

Email address of citizen

Contact number of citizen

BwD citizen media files i.e. photos, videos location

Organisation name

Organisation address

Organisation contact details; telephone, email, twitter, facebook

Nature of business

Individual personnel name

Individual personnel contact details; telephone, email

Individual personnel media images; photos, videos

Outcome of any grant fund awarded including amount

Legal basis for processing

Client information is gathered from each organisation and processed under one or more of the following:

Article 6(1)(a) of the GDPR, that the individual has given clear consent for you to process their personal data for a specific purpose;

Article 6(1)(b) of the GDPR, the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Article 6(1)(e) of the GDPR, the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Who we share the information with

Other relevant internal departments

How long we hold the data

Grants and awards - CY + 6 years

Grant Claims - CY + 6 years

Contract documentation - 6 years from contract completion date

Unsuccessful tenders and quotations – 4 years from the award of the contract

Media files – 4 years

Use of personal information

Most of the personal information we process is provided to us directly for one of the following reasons:

- To express an interest in becoming a Covid Community Champion
- To enable us to contact individuals and organisations with information on how to sign up as a Covid Community Champion
- For organisations and individuals to receive regular communications and updates related to Coronavirus and the Covid Community Champions project
- To enable us to receive feedback from communities, residents and organisations on public health messages shared by them as Covid Community Champions.

We use the information that you have given us in order to keep you updated with relevant Council and NHS guidance related to Coronavirus and the Covid Community Champions project.

We may share this information with Blackburn with Darwen Borough Council internal colleagues including the Public Health team, Commissioning and Procurement team, Corporate Communications team and the Civil Contingencies Service.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting us by email: communitychampions@blackburn.gov.uk