

PRIVACY NOTICE - Joint Emergency Planning Unit

The purpose of this document is to tell you how the Joint Emergency Planning Unit (JEPU) uses your information.

The categories of this information that we collect, process, hold and share include:

- Personal information, such as name, address and contact details.
- Special Category information, such as health or social care data.

Why the JEPU collects and uses this information

The JEPU only uses data to:

- To facilitate preparedness & planning.
- To respond to an incident, in particular, to safeguard the life, health and safety of members of the public.
- To coordinate activity which enables communities to recover from an incident.
- To support the business continuity arrangements of responders

The lawful basis on which we use this information

We must have lawful justification for using the information and we will usually rely on the following...

Vital Interests. Data is shared in order to safeguard the life, health and wellbeing of people at risk in an emergency. Many of those people will have vulnerabilities.

Legal Obligation. Data is shared in order to carry out our responsibilities under government legislation, such as the Civil Contingencies Act (2004) and the Housing Act.

Collecting this information

The majority of JEPU information you provide to us is on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

The JEPU holds your data securely to safeguard its confidentiality and it will hold your data for no longer than is necessary as set down in the Local Government Service List.

Who we share this information with

The JEPU routinely shares small amounts of personal information with Category 1 and Category 2 Responders for the purpose of preparedness and planning, this includes

- All Local Authorities in Suffolk
- The Suffolk Constabulary
- Health authorities in Suffolk (e.g. CCGs, Hospitals)
- The Suffolk Fire & Rescue Service

- East Of England Ambulance

The JEPUs may share larger amounts of personal information with Category 1 and Category 2 Responders, but this is rare as it is confined only to emergencies.

All the above are on a statutory basis under section 2.4 of the statutory guidance supporting the Civil Contingencies Act (2004)

Why we share this information

We share data in order to carry out our duties to:

- Comply with a public task or legal obligation.
- Allow a partner organisation to act on behalf of JEPUs.
- Safeguard individuals.

Data collection requirements

The JEPUs may be required to share your information with other organisations in an emergency in order to safeguard your wellbeing or comply with statutory duty.

To be granted access to such information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Requesting access to your personal data

You have several rights regarding your personal data. Find more information about your rights on the Council's [privacy and data protection](#) page.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint>

Further information

Suffolk County Council's corporate privacy notice is available at <https://www.suffolk.gov.uk/about/privacy-notice>

If you would like further information about the JEPUs privacy notice, please contact: emergency.planning@suffolk.gov.uk