

SAG Privacy Notice

The Safety Advisory Group (SAG) comprises of East Cambridgeshire District Council, emergency services, Cambridgeshire County Council and other relevant organisations. SAG's role is to promote and encourage consistent high standards of public safety and wellbeing at events held in East Cambridgeshire. We do this by recording information and data, and sharing it with SAG core members.

This privacy notice is intended to inform you on how we gather, define and use your information. All your personal information will be held and used in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act (2018). For further information please see the Information Commissioner's Office website at: ico.org.uk

We regard the lawful and correct treatment of personal data as vital to maintaining the confidence of the many people we deal with. Data protection law says that we are allowed to use personal information only if we have a proper reason to do so, this includes sharing it with other public bodies. Our lawful basis to process personal information in relation to SAG is:

Fulfilling a public task: the processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.

What information will we collect about you?

Event organisers can include individuals, companies, community groups, residents associations or charities.

We may collect the following personal information:

- Your name
- Business name (if applicable)
- Address
- Telephone number
- Email address

We may collect the following information about the provider of the events medical cover:

- Details of their qualifications
- Paramedic pin numbers

We may collect the following information about the events fairground rides or inflatables:

- ADIPS certificates
- PIPA certificates for inflatables

We collect information via:

- Online forms
- Paper forms
- Telephone conversations
- Face to face meetings
- Copies of certification
- From third parties including: other businesses, interested parties and complainants.

How we use your information

Information is used for the following purposes:

- To identify people who are responsible for the safety of the event
- To offer advice and support and ensure the event is safe
- To identify actions for SAG members in relation to the event

- To ensure that the event has the appropriate safety measures and legal certification
- To record who is organising and participating in the events
- To provide an audit trail in the occurrence of an accident or unsafe practice
- To use as support and evidence in investigations

How we share your information

Information will be shared with the following organisations, who together with East Cambridgeshire District Council are the core members of SAG:

- Cambridgeshire Fire and Rescue
- Cambridgeshire Police
- East Anglia Ambulance
- Civil Contingencies Until Cambridgeshire Constabulary
- Cambridgeshire County Council Highways

Your information will not be passed to organisations external to the SAG, for marketing, sales or any commercial purposes.

How long we hold your information

Your personal information will be kept for 6 years after the event has taken place or from the end of any investigation to ensure that we have a record of the advice and guidance provided to you.

Your right to access your information

Your Information Rights are set out in law. Subject to some legal exceptions you have the right to:

- Have any inaccuracies rectified
- Have your personal data erased
- Place a restriction on further processing of your data
- Object to processing

You have the right to request a copy of the personal information that the agencies hold about you.

Complaints

If you wish to complain about the way in which your personal data has been processed then your complaint will be dealt in accordance with our Complaint's Procedure, if you are still unhappy with the decision, you have a right of appeal to the ICO (Information Commissioner's Office).

Cookies

To find out more about how we use cookies please see our [Cookies Notice](#).

Links

East Cambridgeshire District Council's website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites. We encourage our users to be aware when they leave this site and to read the privacy statements applicable on those sites. This privacy policy does not apply to information collected on third parties' sites.

Contacting East Cambridgeshire District Council

If you have any questions or comments regarding this Privacy Notice please contact: The Data Protection Officer, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambs, CB7 4EE or email: dataprotection@eastcambs.gov.uk