

Privacy Notice for the recording of visitors to Council premises

The UK is currently experiencing a public health emergency as a result of the coronavirus (COVID-19) pandemic. It is therefore critical that organisations take a range of measures to keep everyone safe.

The easing of social and economic lockdown measures following the COVID-19 outbreak is being supported by NHS Test and Trace. To assist NHS Test and Trace, we are keeping a temporary record of staff, customers and visitors to our premises for 21 days.

This Privacy Notice provides further details about how we will use and protect your personal data following data protection legislation.

Data Controller	North East Lincolnshire Council
Our contact details:	Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU Telephone: (01472) 313131
The purpose we are processing your personal data for is	To maintain a record of staff, customers and visitors to Council premises in order to support NHS Test and Trace
Using your personal information for other purposes	We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except where we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.
Organisations acting on our behalf to process your personal data	None
The fair and lawful basis we are processing your personal data on is	Processing is necessary for the performance of a task carried out in the public interest (Article 6 1 e)
Am I required to provide the Council with my personal data	No - Although this is voluntary, we encourage everyone to share their details in order to support NHS Test and Trace, this information will only be used where necessary to help stop the spread of COVID-19.

Does the Council's processing of my personal data involve automated decision-making, including profiling?	No
Can I withdraw my consent for processing	Yes
Who we will share your personal data with	NHS Test and Trace will only ask for this where it is necessary, either because someone who has tested positive for COVID-19 has listed a Council premise as a place they visited recently, or because our premises have been identified as the location of a potential local outbreak of COVID-19.
Transfers of personal data to a third country	No transfers outside of the UK will be made.
How long we will retain your personal data for	21 days
What are my rights in relation to my personal data?	<p>You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances.</p> <p>More information on your rights can be found on our website: https://www.nelincs.gov.uk/council-information-partnerships/information-governance/data-protection/</p>
Who can I complain to?	<p>If you are dissatisfied with how we have processed your personal data, you can contact the Data Protection Officer to request an internal review.</p> <p>If you are dissatisfied with the outcome of the internal review, you have the right to appeal directly to the Information Commissioner for an independent review. https://ico.org.uk/concerns/</p>
Contact details for our Data Protection Officer	<p>Email: Transparency@nelincs.gov.uk</p> <p>Telephone: (01472) 323372</p> <p>Postal: North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU</p>