

# Privacy Notice: Next of Kin / Emergency Contact

for employees



<b>Data Controller</b>	North East Lincolnshire Council
<b>Our contact details:</b>	<p>People &amp; Culture, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU</p> <p>Email: <a href="mailto:PeopleandCulture-General@nelincs.gov.uk">PeopleandCulture-General@nelincs.gov.uk</a></p> <p>Please Note: Our email system will not accept any email attachments exceeding 2 Mb in size.</p> <p>Telephone: 01472 325973</p> <p>Opening times: Monday to Thursday 8:30am to 5pm, Friday 8:30am to 4:30pm except bank holidays</p>
<b>The purpose we are processing your personal data for is</b>	To maintain accurate and up-to-date employment records for employees including contact details of who to contact in the event of an emergency (e.g. an employee becomes unwell at work and is taken to hospital or an employee has not reported for work and we are unable to contact them directly).
<b>The source of the personal data we hold</b>	Normally from the employee.
<b>Using your personal information for other purposes</b>	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, referral to regulatory bodies, or to protect the interests of you or another.
<b>Organisations acting on our behalf to process your personal data</b>	<p>When we engage a third party to process your personal data on our behalf, we obtain sufficient guarantees to ensure that they only process your personal data in accordance with our written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security your personal data.</p> <p>No one is currently acting on our behalf for the purpose of processing Next of kin / Emergency contact details.</p>
<b>The fair and lawful basis we are processing your personal data on is</b>	Article 6 f legitimate interests of the Council to have a point of contact in the event of an emergency.
<b>Am I required to provide the Council with my personal data</b>	No – but if we do not hold Next of kin / Emergency contact details for an employee it could delay us from contacting someone in the event of an emergency.
<b>Does the Council’s processing of my personal data involve automated decision-making, including profiling?</b>	No
<b>Can I withdraw my consent for processing</b>	Yes - you can withdraw your consent for the processing at any time by contacting People and Culture whose details are at the top of this Privacy Notice.
<b>Who we will share your personal data with</b>	Your information is not normally shared, except in the event of an emergency and only then with relevant and authorised individuals for the purpose of contacting you.
<b>Transfers of personal data to a third country</b>	Personal data is not routinely disclosed or transferred outside of the UK.

<b>How long we will retain your personal data for</b>	We endeavour to only retain your personal data for as long as is necessary to meet legal and business obligations, normally this will be linked to the employee's employment with us or until we are notified that you are no longer their emergency contact/next of kin.
<b>What are my rights in relation to my personal data?</b>	<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; to not be subject to a decision based solely on automated processing and a right of data portability in certain circumstances.</p> <p>When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with the personal information that we hold about you. In the event that we cannot provide you with access to your personal information, we will endeavour to inform you of the reasons why, subject to any legal or regulatory restrictions.</p> <p>Further information can be found on our website: <a href="https://www.nelincs.gov.uk/council-information-partnerships/information-governance/data-protection/">https://www.nelincs.gov.uk/council-information-partnerships/information-governance/data-protection/</a></p>
<b>Who can I complain to?</b>	<p>In the first instance please contact People and Culture as shown above, and if following that you remain 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. <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a></p>
<b>Contact details for our Data Protection Officer</b>	<p>Email: <a href="mailto:Transparency@nelincs.gov.uk">Transparency@nelincs.gov.uk</a></p> <p>Telephone: 01472 323372</p> <p>Postal: North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU</p>