Privacy Notice: Next of Kin / Emergency Contact



Data Controller	North East Lincolnshire Council
Our contact details:	People & Culture, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU
	Email: PeopleandCulture-General@nelincs.gov.uk
	Please Note: Our email system will not accept any email attachments exceeding 2 Mb in size.
	Telephone: 01472 325973
	Opening times: Monday to Thursday 8:30am to 5pm, Friday 8:30am to 4:30pm except bank holidays
The purpose we are	To maintain accurate and up-to-date employment records for employees including contact details
processing your	of who to contact in the event of an emergency (e.g. an employee becomes unwell at work and is
personal data for is	taken to hospital or an employee has not reported for work and we are unable to contact them directly).
The source of the	Normally from the employee.
personal data we hold	
Using your personal	We will not process your personal data for any other purpose than that for which it was collected,
information for other	without first providing you with information on that other purpose and seeking your consent if
purposes	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,

another. Organisations acting on our behalf to process your personal data 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. No one is currently acting on our behalf for the purpose of processing Next of kin / Emergency contact details. Article 6 f legitimate interests of the Council to have a point of contact in the event of an emergency. Am I required to provide the Council's processing of my personal data involve automated decision- making, including profiling? 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. Ves - 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. 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.		
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your personal data relevant and authorised individuals for the purpose of contacting you.	processing	
with	Who we will share	
	your personal data	relevant and authorised individuals for the purpose of contacting you.
	with	
Iransters of personal Personal data is not routinely disclosed or transferred outside of the UK.	Transfers of personal	Personal data is not routinely disclosed or transferred outside of the UK.
data to a third country	data to a third country	

How long we will	We endeavour to only retain your personal data for as long as is necessary to meet legal and
retain your personal	business obligations, normally this will be linked to the employee's employment with us or until we
data for	are notified that you are no longer their emergency contact/next of kin.
What are my rights in	You have the right to access the personal data we hold about you; to request we rectify or erase
relation to my	your personal data; to object to or restrict processing in certain circumstances; to not be subject to
personal data?	a decision based solely on automated processing and a right of data portability in certain
	circumstances.
	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.
	Further information can be found on our website: https://www.nelincs.gov.uk/your-
	council/information-governance/data-protection/
Who can I complain	In the first instance please contact People and Culture as shown above, and if following that you
to?	remain dissatisfied with how we have processed your personal data you can contact the Data
	Protection Officer to request an internal review.
	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/
Contact details for our	Email: <u>Transparency@nelincs.gov.uk</u>
Data Protection	
Officer	Telephone: 01472 323372
	Postal: North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby, North
	East Lincolnshire, DN31 1HU

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