**Programmes and Assurance – Privacy Notice**

 **The reasons why we process your data:**

* For incident reporting and insurance claims
* To cascade communications in the event of an incident for business continuity and emergency planning.

**How we collect your data:**

* Emails
* Telephone Calls
* Online
* Letters

**The lawful basis for processing your data:**

* Public task

**The type of personal data we process:**

* Name
* Address
* Email Address
* Telephone Number
* Date of birth

**Special (Sensitive) category data:**

Medical details (in the event of a claim)

**Lawful Basis for Processing Special Categories of Personal Data:**

Reasons of substantial public interest

**Processing of personal data relating to criminal convictions and offences:**

Non-applicable

**Sharing your data:**

* Our insurance company agent and underwriters to allow process or review of a claim
* Emergency services and other partnerships in the event of emergency planning arrangements
* Other council departments

**Automated decision making :**

Non-Applicable

**How long we keep your data:**

* Insurance Records with an (Employers Liability element) – 60 years.
* Liability records (other than Employers Liability) – 12 years.
* Other General Insurance Records – 7 years.
* PI Records – 7 years