

Privacy Notice for South Norfolk Council and Broadland District Council's Mindful Towns and Villages project

What this document is for

This privacy notice provides details on how we, Broadland District Council and South Norfolk Council ("the councils"), use your personal information for the purposes of administering the training, and providing support for your role as a Wellbeing Champion through email and communicating in person networking opportunities.

By 'use' we mean the various ways it may be processed, including storing and sharing the information.

The Councils are what is known as the 'Data Controller' for your data, and act as independent, sole data controllers. The Data Controller is determined by the District Council that covers the town or village you are a wellbeing champion for.

Further details

We also provide the following details in our general privacy notice on our website (please follow relevant link below to access these)

- Your rights under the UK General Data Protection Regulation (the UK GDPR) and how to exercise them;
- How to contact our Data Protection Officer and make a complaint; and
- How to contact the regulator, the Information Commissioner's Office

[South Norfolk Council](#) - [Broadland District Council](#)

What we use your information for

The Councils will use your information to communicate necessary information about your training and your role as a Wellbeing Champion, including ongoing support, in the following ways:

- Administer your details, collected via the booking form, to:
 - Send you confirmation information
 - Send certification and resources
 - Send a post training evaluation survey
 - Inform you when your area reaches mindful town or village status
 - Share promotional materials (e.g. window stickers) to use in your group or business
 - Provide ongoing support via email
 - Communicate the opportunity to attend networking meetings/events.

What personal data we collect and use about you

We will collect and use the following information in relation to yourself:

- Contact Information - this could include your full name, property address, email address, and telephone number(s)
- Any accessibility or learning support requirements
- Information on your position within the community group or small business you are associated with
- The town/village and district you are from
- Details of training completion (to include the type of training completed, and the date and venue of the training)

Who provides this information and how we share data

We receive most of this information from you at the point of booking, but we may contact you via email to obtain further details.

Your data is processed entirely by the Councils when delivering the training.

The training provider partner may share with us any feedback collected during the course, but this will be anonymised.

Your name and email address will be added to our email marketing platform to provide after course support and resources. The software used is Mailchimp. Mailchimp will act as a data processor of your information and implement strict privacy protections to abide by UK GDPR. If you wish to unsubscribe from receiving these support emails, you can use the link at the bottom of all emails or email communities@southnorfolkandbroadland.gov.uk

How the law protects you and the legal basis for processing your information

We have legal grounds under the UK GDPR to process this information and rely on your explicit consent.

How long will we keep your personal information for

The information you provide will be held securely by us for the entirety of your engagement as a wellbeing champion in your town or village.

If you no longer wish to be a wellbeing champion for your town or village, you can inform us in writing that you wish to be removed from our database by emailing communities@southnorfolkandbroadland.gov.uk, at which point all information you have provided will be deleted.

How we keep your information

The information is stored electronically, on the Council's network, including record management systems.

Changes to this notice

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated in August 2024.