# Privacy Notice for the Safety Advisory Group (SAG)

## What this document is for

Each Council has a SAG, which is made up of core members from the relevant Council (either South Norfolk Council, or Broadland District Council), the Police, the Fire and Rescue Service, the Ambulance Service, Security Industry Authority and Norfolk County Council.

Each Council is what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The Council that you apply to is the ‘Data Controller’ for your personal data for the duration of your event.

## Further details

We also provide the following details in our general privacy notice on our websites (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 make a complaint and contact our Data Protection Officer; and
* How to contact the regulator, the Information Commissioner’s Office

## [South Norfolk Council](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/south-norfolk-council-data-protection) [Broadland District Council](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/broadland-district-council-data-protection)

## What we use your information for

The Council will use your information to:

* identify people who are responsible for the safety of the event
* verify the identity of named individuals who are listed to provide security at the event, and ensure they have the relevant authorisation with the Security Industry Authority.
* verify the identity of named individuals who are listed to provide medical cover at the event, and ensure they have the relevant qualifications.
* offer advice and support to ensure an event is safe.
* identify any actions for SAG core members in relation to the event
* ensure any event which is held on South Norfolk or Broadland District Councils land has appropriate safety measures and legal certification
* keep a record of who is organising and participating in events in the districts
* facilitate an audit trail in the event of an accident or unsafe practice
* support investigations

## What personal data we collect

Event organisers can be individuals, companies, community groups, residents’ associations, or charities.

We may collect the following personal information about the event organiser:

* Full name
* Business name (if applicable)
* Address
* Telephone number/s
* E-mail address
* Signature if provided

If you are the provider of the event’s medical cover we may also collect:

* Full name
* Details of your qualifications
* Paramedic pin numbers

If you are the provider of the event’s security cover we may also collect:

* Full name
* Date of birth

If you are the provider of the event’s fairground rides or inflatables we will also collect:

* Amusement Device Inspection Procedures Scheme certificates
* Pertexa Inflatable Play Accreditation certificates for inflatables

If you are the provider of the event’s catering facilities, we will also collect:

* Trading Name
* Registered Name
* Contact details

If you are the provider of animals for an event we will also collect:

* Registered name
* Contact details
* Licence number and responsible issuing authority

## Who provides this information

We receive information from individuals themselves. We may also obtain some of this data or request confirmation from the following agencies where relevant:

* Norfolk Constabulary
* Other constabularies
* Other local authorities
* Security Industry Authority
* Norfolk County Council Trading Standards
* Norfolk County Council Public Health
* Norfolk Fire & Rescue
* East of England Ambulance Service
* National Highways
* Health & Safety Executive
* Other officers within the Council
* Other officers within Norfolk County Council
* Home Office
* Local parish/town councils
* Legal provider
* Councillors
* Complainants

## How we share your information

We may share your information with the following:

* Norfolk Constabulary
* Other constabularies
* Other local authorities
* Security Industry Authority
* Norfolk County Council Trading Standards
* Norfolk County Council Public Health
* Norfolk Fire & Rescue
* East of England Ambulance Service
* National Highways
* Health & Safety Executive
* Legal provider
* Other officers within the Council
* Other officers within Norfolk County Council
* Home Office
* Where appropriate, with invited guests to the SAG e.g. experts in a particular area relating to the event

In some cases, such as for the prevention and detection of crime, we are legally obliged to share information with other agencies.

## 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 because it is necessary for the performance of a task carried out in the public interest and the task or function has a clear basis in law, as detailed elsewhere in this Notice.

## How long will we keep your personal information for

The information you provide will be held securely by us for a period of no longer than six years plus current year following the expiration of the event or following the end of any investigation.

## How we keep your information

The information is stored electronically, on the Council’s network.

## 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 March 2025.