# Privacy Notice for the South Norfolk Safety Advisory Group

## What this document is for

The Safety Advisory Group (SAG) is made up of core members from South Norfolk Council, the Police, the Fire and Rescue Service and the Ambulance Service.

The SAG's role is to promote and encourage consistent high standards of public safety and wellbeing at events held in South Norfolk. We do this by recording information and data and organising the sharing of it with our core members; and when appropriate with invited guests. When necessary or at the request of an event organiser SAG members meet face to face in order to discuss the whole event or components of it.

SAG members also help organisers become aware of their individual and joint responsibilities when staging events in South Norfolk.

The Council is what is known as the ‘Data Controller’ for your data.

## Further details

We also provide the following details in our general [privacy notice](https://www.south-norfolk.gov.uk/about-us/data-protection) on our website

* Your rights under the UK General Data Protection Regulation (the UK GDPR) and
* How to exercise them

## What we use your information for

South Norfolk 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 Council land has appropriate safety measures and legal certification
* keep a record of who is organising and participating in events in South Norfolk
* facilitate an audit trail in the event of an accident or unsafe practice
* support investigations should things go wrong

## What personal data we collect and use about you

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
* E-mail address

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
* Details of your badge number
* 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

## Who provides this information

We receive most of this information from individuals themselves, but we may also obtain some of this data from the following agencies where relevant:

* Norfolk Police
* Security Industry Authority
* Norfolk County Council Trading Standards
* Other officers within South Norfolk Council

## How we share your information

Information will be shared with the following organisations who together with Council representatives, are Core members of the SAG:

* Norfolk Police
* Norfolk Fire and Rescue Service
* East of England Ambulance Service
* 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.**

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

## 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.

## 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 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 April 2021.