

# **Privacy Notice for Severe Weather Emergency Protocol (SWEP)**

## **Why we are collecting your data**

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to provide the SWEP service.

We will only collect the personal data from you to deliver the following:

- Assess your eligibility to use the SWEP service
- Understand your needs in order to provide further services to you
- Where necessary to protect you from harm or injury

The personal data we collect includes:

- Name
- Gender
- Estimated age
- Any Visible vulnerabilities
- Location you were identified or last seen in
- If you are new to the area or a known rough sleeper

## **What is the legal basis for processing this data?**

We do this either as a task carried out in the public interest or to protect your vital interests in line with data protection legislation.

## **Who will your information be shared with?**

We may need to pass the personal information that we collect from you on to other agencies and partners e.g. Social Services, NHS, Police. This will not be done unless it will contribute to us being able to meet your accommodation and support needs, or unless we feel there is a threat to your own safety or the safety of others.

We may also need to contact these agencies to check information provided by you, or information about you provided by a third party with other information we hold.

Where we need to disclose sensitive information such as medical details to a third party, we will only do so once we have obtained your explicit consent, or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

## **How long will we hold your data for?**

We will not keep your data for longer than six years.

## **Your rights**

You are entitled to request a copy of any information about you that we hold. Any such requests must be made in writing.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

You have the right to object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Identity of Data Protection Officer**

Oliver Dixon, Senior Lawyer and Data Protection Officer

**Contact details**

Lewes District Council and Eastbourne Borough Council  
Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG

Email: [accesstoinformation@lewes-eastbourne.gov.uk](mailto:accesstoinformation@lewes-eastbourne.gov.uk)

Tel: 01323 410000