



## Privacy Notice – Coastal Management

### Introduction

Coastal Management have provided this privacy notice to help you understand how we collect, use and protect your information whilst we provide you with Coastal management services and information.

The document below will describe how we may collect and process your personal information.

The purpose of this document is to clearly acknowledge the Council's responsibilities in relation to the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### Definitions

**Personal Data** means any information related to an identified or identifiable natural (living) person ('**data subject**') i.e. a person that can be directly or indirectly identified by reference to a name, ID reference number, email address, location data, or physical, physiological, genetic, mental, economic, cultural or societal identifier

**Special Personal Data** previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data, health, sex life or sexual orientation. Records of criminal personal data must also be treated in a similar way.

**Data Controller** determines the purposes and means of processing personal data.

**Data Processor** is responsible for any operation which is performed on personal data on behalf of the controller e.g. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.

**Third Party** is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.

### Who we are

Coastal Management manages the coast through a mix of adaptation, building new defences, monitoring changes and maintaining/ repairing existing defences. The team also works with communities to enable them to plan proactively for change in areas of erosion.

The services provided by the Coastal management team are statutory and are governed by:

- Coast Protection Act 1949 – it is known as a “Risk Management Authority”. Coastal Management has permissive powers under this Act.
- Civil Contingencies Act 2004
- National Flood and Coastal Erosion Management Strategy for England

East Suffolk Council (“the Council” or “ESC”) is the ‘data controller’ for the information which is collated and processed. This means we are responsible for deciding how we can use your information. If you want more information regarding the services delivered, please go to our [website](#).

The Council regards lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between the Council and those with whom they carry out business. The Council will ensure that they treat personal information correctly in accordance with the law.

The Data Protection Officer for ESC is Siobhan Martin, Head of Internal Audit, and can be contacted at [dataprotection@eastsuffolk.gov.uk](mailto:dataprotection@eastsuffolk.gov.uk)

## How the law protects you

UK GDPR says that we are allowed to use personal information only if we have a proper reason to do so. More information on how the law protects you can be found on the [East Suffolk website](#).

## Our Responsibilities

UK GDPR provides us with main responsibilities for processing personal data.

All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with UK GDPR.

For further information on our responsibilities, please see the [East Suffolk website](#).

## Your Rights

The UK GDPR provides you with the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making
9. The right to withdraw consent
10. The right to complain

Requests in relation to your rights with regards to the personal data we hold should be made verbally or in writing to the Data Protection Officer.

For further information on your rights, please see the [East Suffolk website](#).

## **Your responsibilities**

You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.

## **When do we collect information about you?**

We collect information about you from different places, including:

- Consultations
- Conferences
- Surveys
- Public engagement activities – events, door-to-door surveys
- Direct from you
- Through third parties
- From publicly available sources
- From other organisations and agencies

## **What information do we maintain?**

The information about you which we will maintain will include:

- Name
- Address
- Email
- Phone number
- Which updates you have opted to receive
- Tenancy/ ownership where you are in a location prone to erosion
- Special category data such as health data (for example, whether you have a disability which means you need additional help to move in an emergency) if you are in an erosion location.

## **How do we use your information?**

We will be using your information to:

- Keep you informed about our work, ongoing coastal projects or current consultations
- To contact you in the event of a flooding or erosion event

We will not use your personal data for other purposes other than for what it was collated unless we have obtained your consent or for other lawful purposes (e.g. detection and prevention of fraud).

We do not use automated decision making.

## **How long do we keep your information?**

We will hold your personal information in accordance with our statutory responsibilities under the above listed acts in law and contractual requirements.

If you have consented to supply personal information for a consultation or specific project the period of time the data will be held will be detailed within the privacy notice at the point of data collection. You can request that your personal information is deleted at any time.

Once your information is no longer needed, it will be securely and confidentially destroyed.

## Data Sharing

We will share your personal information with:

- The Council's Building Control team if your property needs to be demolished
- The Council's Housing Needs team if you have indicated that you would like help with alternative housing
- The Joint Emergency Planning Unit (JEPU) (Suffolk County Council, Suffolk Constabulary, British Transport Police, Civil Nuclear Constabulary, Suffolk Fire and Rescue Service, East of England Ambulance Service, NHS Suffolk and North East Essex, NHS East Suffolk and North Essex, UK Health Security Agency, Environment Agency, Maritime and Coastguard Agency, Suffolk Coastal Port Health Authority, Ipswich Borough Council, Babergh and Mid Suffolk Councils, West Suffolk Council) in an emergency situation where you may be at imminent risk of flooding or erosion.

## Transferring your information overseas

Currently, we do not transfer any personal information outside of the European Economic Area (EEA).

## National Fraud Initiative (NFI)

We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see the [East Suffolk website](#).