

Your Personal Information and how we use it.

Sunderland City Council's Heritage Team need to collect information about you where you wish to be kept informed about, and in some cases where you choose to attend, an event or programme that the Council and its partners are delivering.

We will only use information collected lawfully in accordance with the General Data Protection Regulation (GDPR) and future UK Data Protection legislation.

We will not use any information we hold about you for any purpose other than that for which it was collected, unless we have obtained your consent beforehand.

What information do we collect?

We may need to collect information about you to:

- to secure your attendance at a limited-numbers event
- to monitor and update on an application
- to assess the quality of our delivery of events
- to safeguard your wellbeing

This information may be recorded in writing, or electronically on a computer, or a mixture of both.

The type of information we will collect:-

- Personal information (such as name, date of birth, gender)
- Contact Data (address, email, telephone)
- Financial Data (bank account and payment card details)
- Digital images (CCTV, Photographs)

How is the information we collect used to help you?

The information we collect may be used to help you in the following ways:

- To plan and deliver the event you are attending
- To process applications and monitor attendee numbers
- To safeguard you against abuse
- To ensure any concerns can be properly investigated if you are unhappy with the delivery of the event

Do we share information about you with anyone?

There are times when it will be appropriate for us to share relevant information with other agencies to help us work together for the delivery of an event. We do not share information about you with anyone without your consent unless the law requires or

allows us to do so. We will always seek your positive consent to share information if there is no legal basis to share.

In all cases where we must pass on information, we will only share the minimum amount of information required and will use the most secure method to transfer; wherever possible data will be pseudonymised (i.e. does not identify you personally) or encrypted.

The lawful basis on which we use this information

We need to collect and use your personal data in order to secure your application and attendance at an event and to comply with any statutory obligations underpinning the delivery of an event. This legislation includes the:

- Public Libraries and Museums Act 1964
- Health and Safety Regulations

Our lawful bases for processing are therefore as we have both a statutory obligation as defined by Article 6(1)(c) of the General Data Protection Regulation (GDPR), and for the performance of the contract between us as the organiser and you as the attendee, as defined by Article 6(1)(b). In addition, we process your information as it is in our legitimate interest to do so in order to operate and manage the Heritage service, as defined by Article 6(f) of GDPR.

How we look after your information

All information is held securely with physical, organisational and electronic access controls to ensure it is secure both at rest and when in transit.

How long we will look after your information

We will keep information in line with Sunderland City Council's Retention Schedules for [Heritage](#), and we will only keep it as long as we need it. When we no longer need your information it will be destroyed securely by deletion of electronic records and shredding of paper files.

Requesting access to your personal data

You can find out if we hold any personal information about you by making a 'subject access request' under the General Data Protection Regulation.

In addition, you have the right to request the rectification or erasure of your personal data, and to object to, or request restriction of, processing your data.

If you have any concern about the way we are collecting or using your personal information, we request that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

<https://www.sunderland.gov.uk/information-charter>
<https://www.sunderland.gov.uk/data-protection>

Contact Us

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Civic Centre
Sunderland
SR2 7DN

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