

Your Personal Information and how we use it.

Sunderland City Council's Lifestyle Activity and Food (LAF) Programme needs to collect information about you where you choose to participate in an event 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 need to collect information about you to:

- to secure your attendance on the programme and support your needs
- to monitor and report on your progress and achievement
- to assess the quality of our services
- 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 and address, email, telephone)
- Characteristics (such as ethnicity, biometrics, nationality, country of birth)
- Health information, including relevant medical information

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 most suitable programme for your needs
- To support and monitor your progress
- To keep you safe from harm
- 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 may receive information about you from the following main partners, and then share information back with them:

- GPs in Sunderland
- City Hospitals Sunderland
- Schools within the city

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 attendance on the programme and to deliver the services best tailored to your individual needs.

Our lawful bases for processing are therefore as we are carrying out a public task as defined by Article 6(1)(e) of the General Data Protection Regulation (GDPR), and for the performance of the contract between us as the LAF Team and you as the participant, as defined by Article 6(1)(b) of GDPR.

Some of the information we need to hold is classed as special category information - primarily ethnicity and any health conditions. Our legal basis for processing this data is provided by Article 9(2)(h) of GDPR - the provision of health and social care.

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 Schedule](#) for Events, 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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Sunderland
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