

## **Norfolk Armed Forces Covenant Board Privacy Notice**

### **How Norfolk Armed Forces Covenant Board uses your personal information**

This privacy notice provides information on how Norfolk County Council (NCC), as lead partner of the Norfolk Armed Forces Covenant Board (NAFCB), uses your personal information.

By 'use' we mean the various ways your personal information may be processed including storing and sharing the information.

#### **Further details**

We also provide details regarding:

- Who we are
- How long we use your information for
- Your rights under the GDPR and
- How to exercise them

You can see this information in our [general privacy notice](#) on our web site or you can ask us for a copy of this information.

The Privacy Notice for the Norfolk Armed Forces Covenant Board can be found here: [Covenant Privacy Notice](#). Click on the GDPR link on this page.

#### **What we use your personal information for**

We use your personal information primarily to manage the NAFCB including:

- Minuting NAFCB meetings for publication;
- Minuting other associated groups;
- Providing attendees with an aid to memory or reasonable adjustment to support their attendance and participation; and
- Advising NAFCB members of meetings and events.

We may also use information in other ways compatible with the above.

#### **The information we collect and use**

The information we may collect and use may include your:

- Name
- Work address
- Home address if no work address is available
- Work email address
- Personal email address if no work address is available
- Work telephone numbers including mobile phone numbers
- Personal telephone numbers including mobile phone numbers if no work numbers are available
- Comments, views and opinions expressed by you in these meetings
- Health information in relation to reasonable adjustments if required

### **Who provides this information**

The information we hold includes information you have provided to us.

### **How the law protects you and the legal basis for processing your information**

We have legal grounds to process this information because it is necessary to comply with a legal duty or fulfil a public task. This includes the provision of a Covenant Board (also known as a Military/Civilian Partnership Board under the Armed Forces Act 2011).

Your health data in relation to reasonable adjustments is collected for reasons in the substantial public interest and to meet our public task set out in the paragraph above.

### **Who we share your information with**

We may share your personal information with:

- other departments in NCC (for example: the communications team for press releases; the Chairman's Office for invitations to civic events and commemorations; and other NCC officers for specialist advice);
- partner organisations who wish to invite you to attend events relevant to your position on the NAFCB; and
- other organisations and public bodies, in particular, where agreed minutes of the NAFCB are requested by interested parties.

### **Automated decision making**

We do not make automated decisions about you.

### **How we keep your information**

We hold your personal information in accordance with our retention and erasure policy. The information is stored electronically, on the NCC's records management system. Additionally, information is securely stored in other mediums, including email accounts and in paper files.

We do not process your information outside of the European Economic Area.

This notice was updated in February 2021.