

Privacy Notice for Lost Child or Vulnerable Adult – at Council public events

We have a duty to ensure that our functions and services are carried out having regard to the need to safeguard and promote the welfare of children and vulnerable adults. When crowds at our public events are on the move, children may be easily displaced and separated from their parents or guardians and vulnerable adults, from their carers. The maximum risk comes as soon as the event is over and people start to leave.

Processing activity - in order to deal with your concerns and/or enquiries about a lost child or vulnerable adult, it is necessary for us to collect and hold personal information about you. The information collected and held will vary and depend on the nature of the concern/enquiry.

Information requirements – our processing activities may include:

- your address, telephone number, email address
- nature of your concern/enquiry
- who you are concerned or enquiring about and relationship
- missing child's/vulnerable adult's personal information such as date of birth, physical characteristics, ethnicity, medical information etc.
- call recording information
- general correspondence between you and us on matters related to your concern/enquiry

You are not required to provide the personal information we ask for. If you choose not to do so, in many cases, we will not be able to assist you with your concern or enquiry.

Lawful bases - our lawful bases for processing your personal information are:

- our legal obligation(s) under the Children Act 1989
- our legal obligation(s) under the Children Act 2004 & Working Together to Safeguard Children (Statutory Guidance)
- our legal obligation(s) under the Care Act 2014 & Care and Support (Statutory Guidance (2014))
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us in accordance with the legislation referred to above

Reasons for processing - some of the information that is collected and shared is classified as:

- special category personal data;
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy which sets out how this information will be handled.

Data sharing – your information may be shared with and received from:

- Kent County Council's social services
- ambulance services
- Police
- NHS
- education authorities

We rely on a number of **exemptions**, which allow us to share information without needing to comply with all the rights and obligations under the Data Protection Act 2018. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention period - we keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for one year from the date of the file closure unless exceptional circumstances require longer retention e.g. a pending court case. All information will be held securely and disposed of confidentially.

Right to object – where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on 'grounds relating to your particular situation'. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

Changes to this Privacy Notice – we review this Privacy Notice regularly and will place updates on our website.

Please refer to our Corporate Privacy Notice at www.dartford.gov.uk for further details of how we process your personal information and for details on your additional rights.