

Exeter City Council

Privacy Notice - Events and Filming on Council Owned Land

Who we are

Exeter City Council is the data controller for the personal information we collect about you in relation to events and filming taking place on land owned by the council.

If you have any questions about how we use your information, please contact our Data Protection Officer:

Data Protection Officer

Exeter City Council

Civic Centre

Exeter EX1 1JN

Email: data.protection@exeter.gov.uk

Telephone: 01392 265257

Exeter City Council is registered as a data controller with the Information Commissioner's Office (registration number **Z5448502**).

What this privacy notice covers

This privacy notice applies where Exeter City Council processes personal data in connection with:

- Events taking place on land owned or managed by Exeter City Council (including public, community, commercial or private events); and
- Filming, photography or media production taking place on land owned or managed by Exeter City Council.

This may include events or filming organised by the council or by third parties who have permission to use council land.

What personal information we collect

Depending on the nature of the event or filming activity, we may collect and process the following information:

- Name and contact details (such as email address and telephone number)
- Organisation or company details
- Event or filming details (including dates, locations and nature of activity)
- Correspondence and communications relating to applications, permissions or conditions
- Health and safety information where required
- Insurance details and supporting documentation
- Images or footage where filming or photography is authorised

We will only collect the information we need for the purposes set out in this notice.

How we use your personal information

We use your personal information to:

- Process and manage applications, permissions or agreements for events or filming on council-owned land
- Communicate with you about arrangements, requirements or conditions
- Ensure public safety, site management and compliance with health and safety requirements
- Manage insurance, risk assessments and legal obligations
- Monitor compliance with agreed terms and conditions
- Respond to enquiries, complaints or incidents
- Keep appropriate records in line with council policies

Our lawful basis for processing your information

Under UK GDPR, the lawful bases we rely on are:

- **Public task** – where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
- **Legal obligation** – where processing is required to meet our legal duties
- **Contract** – where processing is necessary to enter into or perform an agreement
- **Legitimate interests** – where processing is necessary for the council's operational purposes, provided your rights are not overridden

Where we process any special category data, this will only be done where a lawful condition applies.

Who we share your information with

Your personal information will be held and used by Exeter City Council.

We may share your information with:

- Relevant internal council services involved in land management, licensing, events, health and safety or legal matters
- Emergency services or regulatory bodies where required
- Contractors or service providers acting on behalf of the council, where necessary and lawful

We will not share your information with third parties for marketing purposes and will not sell your data.

How long we keep your information

We will keep your personal information only for as long as necessary and in line with the council's Corporate Retention and Disposal Policy.

Your rights

You have rights under data protection law, including the right to:

- Request access to your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your data in certain circumstances
- Restrict or object to processing
- Request data portability, where applicable

Full details of your rights are available in the council's corporate privacy notice.

Complaints

If you are unhappy with how we have handled your personal information, please contact the Data Protection Officer using the details above.

If you believe we have handled your information inappropriately, you have the right to complain to the Information Commissioner's Office (ICO): Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk/>