



Privacy Notice: County Council Network (CCN)

Our privacy notice explains what information we keep about you, how we use it and what we do to keep it safe.

About us

The County Councils' Network (CCN) are a special interest group of the Local Government Association who represent and serve the interests of our members who are all county councils.

While most of the information we hold is already in the public domain, we are committed to data security and take reasonable and appropriate steps to protect your information

1) Types of information we hold:

For member councils we hold the following details for leaders, chief executives and senior officers:

Title, full name, email address, postal address (council address), relevant council phone numbers

We keep hold of previous interactions you may have with us. This specifically includes emails, survey responses, and consultation responses.

2) How do we collect this information?

The data we keep on our members is usually already online and in the public domain. We also use the following methods:

- Information from completed forms eg. Survey Monkey
- When member authorities confirm member details
- When you contact us - this includes email correspondence and research enquiries

3) How do we use the information?

CCN is a member led organisation, when you renew your membership with the network, you are consenting to allowing us to contact you when appropriate.

We mainly use this information to contact you regarding future events, policy advancements and programme planning. We may sometimes use the information to share with third party sponsors with your consent. We will always highlight this to you on booking forms before sponsored events.

4) The legal grounds for processing personal details

As a special interest, member led group it is mainly the case that we have a 'legitimate interest' to store your details in accordance with GDPR.

The interest in this case is from both the perspective of CCN and member councils. We store the information listed in **section one** in order to contact you to present research, organise events and liaisons as outlined in the CCN work programme.

This ensures easy and effective communications, benefitting both sides of the organisation. These benefits are integral to achieving the CCN aims and objectives in our Business Plan, agreed to by members in each new subscription year.

As members, we would imagine that you would expect to continue to receive our communications and we are more than happy to explain that reasoning further to ensure all interests are balanced.

We may share relevant and specific public emails with third party sponsors with your consent. By this, we mean sharing delegate lists for CCN conference with sponsors. We will make it possible to withdraw your consent for this on all future forms.

CCN uses Survey Monkey for conducting surveys. Their privacy policy can be found [clicking this link](#).

CCN uses Mail Chimp to send out newsletters. Their privacy can be found [here](#).

We offer the option of using other means of communication should you not wish to use the above websites. Please contact Phoebe Ward, phoebe.ward@local.gov.uk for further information on legitimate interests and websites.

5) How long will we retain your details?

We will retain details on our secure service, accessed by the CCN team for as long as you are a member of CCN and it is appropriate to do so.

CCN receives yearly nominations to the CCN Executive and council, and will change which information is held in accordance to the nominations.

6) Everyone's rights under the new law

- The right **to be informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The right **to restrict processing** of your personal information
- The right **to have your personal information erased** (the "right to be forgotten")
- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** ("data portability")
- Rights in relation to **decision making which has a legal effect or otherwise significantly affects you**

Do not hesitate to contact Phoebe, phoebe.ward@local.gov.uk for further information about our privacy statement.