

# Fair processing notice for supporting vulnerable people in an emergency

## Supporting Vulnerable People in an Emergency - Privacy Notice

In an emergency such as a fire, flood or snow event we work with partner organisations (which include emergency services, hospital and community NHS services, county, district and borough councils and other social care providers) across Surrey. This helps us to identify people who are known to these services, and who may become vulnerable during an emergency.

The Civil Contingencies Act 2004 places a responsibility on emergency responders to share information. The collection of your information prior to or during an emergency is a key part of emergency planning, preparation and response. Emergency planners and responders may need to maintain lists of all those people who could be affected by an emergency. The collection of your information for this purpose is done in your interests and in the interests of the wider public.

### What information are we sharing?

We will be sharing some of your details including name, date of birth and address, and summary information about your special needs. Your specific clinical details will not be shared.

### How are we doing this?

We use technology to collect data and to improve its quality and readiness in the event of an emergency. The technology is managed by Surrey County Council and it meets all the necessary national security standards.

The system stores information that is provided securely and independently from each organisation. We provide the data continually for the purposes of managing/reducing the effects of an emergency.

All organisations will send and use your information in accordance with the eight principles of the [Data Protection Act 1998](#) and the [NHS Caldicott Principles](#). Your information will only be shared with those who have a legitimate need to see it in order to find and help people during an emergency. **Only the minimum amount of information necessary to provide appropriate support will be shared.**

### Who can access your information?

Only authorised staff from Surrey and Borders Partnership NHS Foundation Trust can access your information. During an emergency, Surrey and Sussex Police

forces and Surrey Fire and Rescue Service inform Surrey County Council's Emergency Management Team who will then coordinate who are vulnerable within the affected area and only then obtain the information from the system to be sent to the emergency responders and other relevant organisations.

### **What does this mean for you?**

Your information will continue to remain private and secure and will only be accessed if there is a possibility that you may need help due to an emergency, so that appropriate help and support can be provided.

For details about the emergency planning process please see [Surrey's Local Resilience Forum web pages](#).

If you would like to know more about this initiative or you have any concerns or you do not wish your information to be shared in this way, please contact our Information Governance Team at [IGTeam@sabp.nhs.uk](mailto:IGTeam@sabp.nhs.uk) or on 01372 216059.