

### Specific Privacy Notice

#### Members of the public attending hearings

We, the Southport Public Inquiry, are the controller of the personal data that we process about you when you apply to attend a public hearing of the Inquiry. This means that we are legally responsible for how we process personal data about you. It also means that we are required to comply with data protection laws when processing your personal data. This includes providing you with the details contained within this Notice of how we process your personal data, who we may share it with and your rights in relation to your personal data.

We have appointed a Data Protection Officer (“DPO”). If you have any questions about this Notice or how we process your personal data, please contact us by e-mail at [info@southport.public-inquiry.uk](mailto:info@southport.public-inquiry.uk).

The Southport Inquiry are registered as a Controller with the Information Commissioner’s Office (ICO) our registration reference is ZB914958.

#### What personal data do we process about you?

We request the following personal data about you when you apply to and/or attend the Inquiry:

- name;
- accessibility needs;
- email address; and
- telephone number.

#### Why do we process this personal data about you?

We process this personal data to administer, organise and deliver the public hearings of the Inquiry in accordance with the terms of reference and the legislation applicable to inquiries, including the Inquiries Act 2005 and the Inquiry Rules 2006.

#### What is our legal basis for processing your personal data?

## Southport Inquiry

Data protection laws require us to have a legal basis for processing your personal data. Our legal bases are:

- Your consent: by applying to attend, you agree to us processing your personal data for the purposes set out in this Notice.
- Law: we consider that it is necessary to process your personal data to comply with applicable legal requirements relating to the administration, organisation and delivery of public hearings of the Inquiry.

### Who do we share your personal data with?

We disclose your personal data to our third party service providers including our IT service and document management system providers for the purposes of storing and accessing your personal data. We may also share your personal data with the police or other law enforcement agency in the case of actual or suspected criminal activity involving you during a public hearing of the Inquiry.

### How long do we keep your personal data?

We will only keep your personal data for as long as we need to for the purposes described in this Notice, including to meet any legal requirements. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we handle and use your personal data and whether we can achieve those purposes through other means, and the applicable legal or other requirements.

### How do we keep your personal data secure?

Your personal data will be processed securely. We have put in place appropriate technical and security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to only those within the inquiry that have a business need to know.

### What rights do you have in relation to your personal data that we process?

## Southport Inquiry

It is important that the personal data that we process about you is accurate and current. Please keep us informed of any changes by contacting our DPO. Under certain circumstances, the law gives you the right to:

- Access a copy of your personal data and to check that we are processing it in accordance with legal requirements.
- Correct any inaccurate or complete any incomplete personal data that we process about you.
- Delete your personal data where there are no grounds for us continuing to process it. You also have the right to ask us to do this where you object to us processing your personal data.
- Restrict our processing of your personal data, for example, if you contest the accuracy of your personal data.
- Object to us processing your personal data where we rely on public task or legitimate interests.
- Withdraw consent at any time where we are relying on your consent to process your personal data.

When you make a request, we may ask you for specific information to help us confirm your identity to ensure your right to access this information. This is another appropriate security measure to ensure personal information is not disclosed to any person who has no right to receive it.

You will not need to pay a fee when you make any of the above requests, but we may charge a reasonable fee or refuse to comply if your request for access is clearly unfounded or excessive.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

To exercise any of these rights, please contact our DPO at [info@southport.public-inquiry.uk](mailto:info@southport.public-inquiry.uk).

## Complaints

## Southport Inquiry

The Southport Inquiry strives to meet the highest standard when processing personal data. We take complaints very seriously. If you have any concerns about the way we have handled your data please bring it to the attention of our DPO.

If you have already made a complaint to us and are not happy with the outcome, you have the right to make a complaint to the Information Commissioner's Office ("ICO"), the UK regulator for data protection, about how we process your personal data. The ICO's contact details are as follows:

Telephone: 0303 123 1113 Website: <https://ico.org.uk/concerns/>

If you would like to receive this Notice in alternative format, for example, audio, large print or braille, please contact us.

## Updates

We keep this privacy notice under regular review. If we plan to use personal data in a different way than we have outlined, we will provide you with an updated version when we are required to do so by law.

Last updated: June 2025