

Personal Evacuation Plan (PEP)							
Name of individual		Site		Date completed		Date of review <small>To be reviewed annually or as changes happen</small>	Dates the PEP has been tested
		Guildhall, Andover					
<b>PLEASE NOTE: THE LIFT ON SITE CANNOT BE USED IN THE EVENT OF A FIRE EVACUATION</b>							
Area	Expected evac route	Exp. Time (mins)	Equipment used		Name of buddies	Details of the plan	
			Items	Location			
1							
2							
3							
4							
<b>Identifying requirements</b>							
Can the individual:		Yes	No	N/A	Nature of impairment:		
1	Get to the emergency exit independently via the main evacuation route				Impaired mobility		
2	Get to an assembly point safely/independently; and				Dexterity, grip or reach		
3	Do this without requiring any assistance?						
Question		Y	N	N/A	Details		
	Would the individual visit anywhere that requires climbing stairs?						
	Would the individual need buddies to assist evacuation?						
	Would temporary safe refuges be used as part of the evacuation?						
	Would evacuation aides be used by the individual if they were provided?						
	Are there trained resources to assist in the evacuation of the individual?						
<b>Identify all locations accessed on site:</b>							
Including:		Location		Floor		Reason	
-	Where the individual will spend the majority of the meeting/event	1	Upper Hall	First floor			
-	Areas the individual may normally visit on site on a regular basis	2	Kitchen/Servery	First Floor			
		3	Mayors Parlour	First Floor			
		4	Toilets	First Floor			
		5					
<b>Key Personnel</b>							
Individuals involved in the evacuation		Role		Location		Contact number	
Signed by the person completing the form.							
Dated							
Signed by the named person above.							
Dated							

\* Please see over for our Data Protection Privacy Statement

## **Data Protection - Privacy statement**

Test Valley Borough Council will only process your information where it is lawful to do so and in accordance with the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The lawful basis for processing your information as contained in your Personal Evacuation Plan is that it is necessary for the performance of our booking contract with you. The categories of information the Council will process comprises all of the information on your PEP form which includes details of any impairment. If you do not provide this information we will be unable to fulfil the booking of the Guildhall.

As this data contains information about your health, it is classed as 'special category' personal data. The legal basis of the Council is processing your special category data is that it is necessary for reasons of substantial public interest in the exercise of a function lawfully conferred on the Council. If you do not provide this information the Council may be unable to provide you with the services or assistance you require. The information the Council holds about you will not be shared with third parties without your express consent or where we are required or authorised by law to do so. The personal information shall be stored for six years after the date of your booking. You have a legal right to request from the Council access to and rectification or erasure of personal data or restriction of processing about you. You also have the right to portability of your data. The Council will only process your information for the purposes for which the information is collected. The Council will not transfer your personal information outside of the European Economic Area (EEA).

Test Valley Borough Council is the Data Controller for the purposes of data protection legislation. The Data Protection Officer is Mrs Karen Dunn. In the event that you wish to complain or contact the Council regarding any aspects of how your information is handled please direct your complaints or queries to: The Data Protection Officer by email at [DPO@testvalley.gov.uk](mailto:DPO@testvalley.gov.uk), or by post at Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ. You also have the right to complain to the Information Commissioner <https://ico.org.uk/>