



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street

Pateley Bridge, HG3 5LE

www.pateleybridgecouncil.org.uk/

General Privacy Notice

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). The processing of personal data is governed by legislation which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by **Pateley Bridge Town Council** which is the data controller for your data.

Other data controllers the council works with:

- local authorities
- community groups / charities / other not for profit bodies
- contractors

We may need to share your personal data with them for them to carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which means we are collectively responsible to you for your data. Where each of the parties above processes your data for their own purposes then each will be independently responsible to you and if you have any questions, wish to exercise your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

The council will process some or all of the following personal data where necessary to perform its tasks:

- names, photographs, telephone numbers, addresses, and email addresses;
- bank account numbers if you pay the council or receive a grant;
- car registration numbers if you buy a parking permit.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- relevant to the purposes we have told you about and limited to those purposes;
- accurate and kept up to date.
- kept only as long as necessary for the purposes we have told you about;
- kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- to deliver public services including to understand what we can do for you and inform you of other relevant services;
- to confirm your identity to provide some services;
- to contact you by post, email, telephone or using social media;
- to help us to monitor our performance;
- to prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- to enable us to meet all legal and statutory obligations and powers including any delegated functions;
- to carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- to promote the interests of the council;
- to maintain our own accounts and records;
- to seek your views, opinions or comments;
- to notify you of changes to our facilities, services, events, staff and councillors;
- to send you communications which you have requested or that may be of interest to you, including information about campaigns, appeals, new projects or initiatives;
- to process relevant financial transactions including grants and payments for goods and services supplied to the council.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

If the use of your personal data requires your consent, we will first obtain your consent.

Sharing your personal data

We may share your personal data with third parties. They parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will share your data with some or all of the following, but only where necessary:

- those listed above under the heading "Other data controllers the council works with";
- our agents, suppliers and contractors; for example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- on occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time if we are legally required to do so or if it is best practice. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In general, we will endeavour to keep data only for as long as it is needed and it will then be securely deleted.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity before you can exercise these rights.

- 1) *The right to access personal data we hold on you***
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) *The right to correct and update the personal data we hold on you***
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) *The right to have your personal data erased***
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) *The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) *he right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 6) *The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on <http://www.pateleybridgecouncil.org.uk/>. This Notice was last updated in August 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or to exercise all relevant rights, queries or complaints at:

The Data Controller, **Pateley Bridge Town Council**

Email: clerk@pateleybridgecouncil.org.uk