



HAYLE TOWN COUNCIL

PRIVACY POLICY

1. What is personal data?

“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). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Council and data controller information

- 2.1 This policy is provided to you by Hayle Town Council which is the data controller for your data. We do not have any joint data controller arrangements with any other parties.
- 2.2 If you access our services via our website www.hayletowncouncil.net, or by emailing the town council or councillors, or in writing to our address: Hayle Town Council, Hayle Community Centre, 58 Queensway, Hayle, TR27 4NX, your personal data will be processed.

3. Personal data collected

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

Names, titles, aliases, photographs, videos

Contact details such as addresses, email addresses, telephone numbers

Where there is a financial relationship with the council such as receipt of a grant or payment for services, including hire of rooms, we will keep and process financial identifiers such as bank account numbers, claim numbers, BACS details and payment transaction identifiers

Where you apply for employment with the council we will process details of your employment history, qualifications and references

Where you apply for age related services such as junior swimming pool passes we will process details of your age and details of your parent or guardian

4. Compliance with data protection law

To comply with data protection law the personal data we hold 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 not compatible with those purposes

Relevant to the purposes we have told you about and limited only to those purposes



Accurate and kept up to date

Kept only for 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

5. Use of your personal data

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

To deliver public services including to understand your needs to provide the services that you request and 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 social media (for example Facebook)

To enable us to meet our legal and statutory obligations and powers including any delegated functions

To prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement

To promote the interests of the council

To maintain our own accounts and records

To seek your views and comments

To notify you of events and invite you to attend

To notify you of changes to our facilities, services, events, staff, councillors and civic office holders

To send you communications which you have requested and that may be of interest to you, including information about campaigns, appeals and new projects or initiatives

To process relevant financial transactions including grants and payments for goods and services supplied to/by the council

To allow for the statistical analysis of data so we can plan the provision of services

To ensure the council meets its obligations in respect of safeguarding vulnerable adults or children

For the prevention and prosecution of crime via the use of CCTV systems

6. Legal basis for processing your personal data

- 6.1 The council is a public authority and has certain powers and duties. 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. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail



- 6.2 We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract, for example in connection with the use of our swimming pool, or regarding an allotment or garden plot tenancy
- 6.3 Where the use of your personal data requires your consent, we will seek this before processing your data

7. Sharing your personal data

The Council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also 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 need to share your data with some or all of the following (but only where necessary) –

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 venture, for example in relation to facilities or events for the community

8. How long do we keep your personal data?

- 8.1 We will keep some records permanently if we are legally required to do so. It is current best practice to keep financial records for eight years to support HMRC audits or provide tax information. We may have some legal obligations to retain some data in connection with our statutory functions as a public authority.
- 8.2 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 we need it. This means that we will delete it when it is no longer needed.

9. Your rights and your personal data

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

The right to access personal data we hold on you

The right to correct and update the personal data we hold on you

The right to have your personal data erased, except where we have a legal obligation to retain it

The right to object to processing of your personal data or to restrict it to certain purposes only

The right to data portability

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

The right to lodge a complaint with the Information Commissioner's Office

10. Transfer of data abroad

The council will not transfer your data abroad.



11. Further processing

If we wish to use your personal data for a new purpose, not covered in this policy, we will provide you with a privacy notice explaining the new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

12. Changes to this policy

We keep this policy under review and we will place any updates on the council's website, www.hayletowncouncil.net. This policy was last updated in May 2018.

13. Data Protection Officer

The Data Protection Officer for the council is the town clerk, Eleanor Giggall, who can be contacted on 01736 755005, by email at townclerk@hayletowncouncil.net or by post to Hayle Town Council, Hayle Community Centre, 58 Queensway, Hayle, TR27 4NX.