



## Hingham Town Council Privacy Statement

Hingham Town Council is the data controller and responsible for your personal data (collectively referred to as "the Council", "we", "us" or "our" in this privacy notice).

### Changes to this Privacy Statement

We may change this Privacy Statement from time to time by updating it as necessary due to changes in the law and/or our privacy practices.

### Privacy Statement

Hingham Town Council respects your privacy and is committed to protecting your personal data. This Privacy Statement will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

It is important that you read this Privacy Statement together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. Please also refer to the Hingham Town Council GENERAL DATA PROTECTION REGULATIONS POLICY

### The purpose of this Privacy Statement is to inform you of the following:

- Name and contact details of the organisation
- the intended purposes for processing the personal data
- the lawful basis for the processing
- the retention periods for that personal data
- who it will be shared with

### To inform you that you have the following Individual Rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- The right to lodge a complaint with a supervisory authority.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may refuse to comply with your request if your request is clearly unfounded, repetitive or excessive. When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact the Information Commissioner 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.

## Hingham Town Council CONTACT DETAILS

Clerk to Hingham Town Council

11 Rectory Road

Rockland All Saints

Attleborough

Norfolk

NR17 1XA

[hinghamtc@hotmail.com](mailto:hinghamtc@hotmail.com)

01953 483891

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 only 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 to protect personal data from loss, misuse, unauthorised access and disclosure

### **What kind of personal data do we process?**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity, first name, maiden name, last name, marital status, title, date of birth, gender and National Insurance Number
- Details of family members
- Contact details, address, email address and telephone numbers
- Details of services you have received from us
- Details of services and goods you have provided to us
- Transaction Data: includes details about payments to and from you
- Copies of correspondence between you and the Council, including data you have provided to us within that correspondence
- Employment details (if you apply for a job with or are employed by the Council)
- Personal details and details of notifiable interests that you must provide if you are elected or co-opted as a Councillor

The law allows us to also collect Special Categories of Personal Data about you if we have legal basis for doing so, (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health). We may also process information about criminal convictions and offences. There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

The amount of personal data collected from you will be relevant to the purposes for which it is collected. We will never use your personal information for purposes other than those for which it was provided or obtained without first obtaining your consent.

### **Why we need to collect personal data from you and what we use personal data for?**

We will often need your personal information to:-

- Comply with legal obligations and carry out duties which the Council is subject to
- Deliver, monitor and manage services to you, including to contact you about these services
- To promote the interests of the council and/or to send you communications which you have requested and that may be of interest to you. This may include information about campaigns, appeals, other new projects or initiatives and to seek your views, opinions or comments
- To maintain our own accounts and records
- Monitor and manage services provided to us, by you
- Assess applications for employment, or applications to become a Councillor
- Manage the employment of our staff who deliver our services
- Respond to requests from you
- Process applications for grants/funding
- Record and investigate concerns or complaints you have about our services and record and monitor correspondence between you and our staff/Councillors
- Monitor spending on services and income received, and process financial transactions
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions
- Monitor the quality of services and plan the future delivery of services

### **If you fail to provide personal data**

Where we need to collect personal data by law, based on public interest or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to help you further.

### **Your duty to inform us of changes**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### **Legal basis for using your personal data**

Generally the legal basis for processing your information is where: -

- You have given consent
- You have entered into a contract with us
- It is necessary to perform our statutory duties
- It is necessary to protect someone in an emergency
- It is required by law
- It is necessary for employment purposes
- It is necessary for the establishment, exercise, or defence of legal claims
- You have made your information publicly available
- It is necessary to protect public health
- It is necessary for archiving, research, or statistical purposes
- It is in the public interest to do so
- Legitimate purpose
- It amounts to a substantial public interest
- It concerns social security law or employment law

Please note where we are relying on consent to process your personal data, you have the right to withdraw this consent at any time. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

## **When do we share your personal information with other organisations?**

We may need to share your information with:

- Governmental and regulatory bodies, e.g. the District or County Council and external agencies and companies that carry out activities on the Councils behalf
- 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
- Our bank (e.g. for making payments to you)
- Our auditors
- Relevant authorities in order to find and stop crime and fraud; or if there are serious risks to the public, our staff or to other professionals; to protect a child; or to protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them. (For all of these reasons the risk must be serious before we can override your right to privacy).

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **For how long is your personal information retained by us?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Unless we explain otherwise to you, we will hold your personal information based on the following criteria:

- For as long as we have reasonable business needs;
- For as long as we provide goods and /or services to you or you provide services and goods to us, and then for as long as someone could bring a legal claim against the Council. (We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim)
- We will keep some records permanently if we are legally required to do so.

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.

## **International transfers**

We do not transfer your personal data outside the European Economic Area (EEA), however our website is also accessible from overseas so on occasion some personal data (for example as contained in a newsletters, notices approved contact details) may be accessed from overseas.

July 2020