WETHERBY TOWN COUNCIL

The Town Hall, Market Place, Wetherby, LS22 6NE
Tel: 01937-583584
E-mail: admin@wetherby.co.uk
www.wetherby.co.uk

PRIVACY NOTICE

Wetherby Town Council regards your privacy as important and complies with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

We process and hold personal information to provide public services. This notice explains how we use and share your information. Information may be collected on a paper or online form, by telephone, email or by a member of our staff, or on of our partners.

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to service provision.

Your personal information will not be shared with any third party without your prior consent.

OUR RIGHT TO PROCESS INFORMATION
We are permitted to process information under GDPR Article 6 (1) (a) (b) and (e) when:

- processing is with consent of the data subject, or
- processing is necessary for compliance with a legal obligation, or
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

HOW WE USE YOUR INFORMATION
We will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary.

All employees or representatives of the Council who have access to your personal data and are associated with the handling of that data are obliged to respect the confidentiality of your data. All your communications to us are protected against unauthorised access by third parties.

The Council tries to keep the information we have about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information upon request. Our contact details are above.

We will process your information for the following purposes:

- for the service you requested and to monitor and improve the council's performance in responding to your request.
- to allow us to be able to communicate and provide services and benefits appropriate to your needs.
- to ensure that we meet our legal obligations.
- where necessary for law enforcement functions.
- to prevent and detect fraud or crime.
- to process relevant financial transactions including grants and payments for goods and services supplied to the Council
- where necessary to protect individuals from harm or injury.
- to allow the statistical analysis of data so we can plan the provision of services.

INFORMATION SHARING
We may need to pass your information to other people and organisations that provide services you are interested in. These providers are obliged to keep your details securely and use them only to fulfil your request. If we wish to pass your sensitive or confidential information onto a third party, we will only do so once we have obtained your consent, unless we are legally required to do so. We may disclose information to other partners where it is necessary, either to comply with a legal obligation, or where permitted under the Data Protection Act.

Where we need to disclose sensitive or confidential information to other partners, we will do so only with your prior explicit consent or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

INFORMATION SECURITY
Wetherby Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant procedures.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted or shredded.

CHILDREN
We will not process any data relating to a child (a person under the age of 13) without the express parental / guardian consent of the child concerned.

YOUR RIGHTS
Access to Information
You have the right to request access to the information we have on you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

Information Correction
If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact admin@wetherby.co.uk

Information Deletion
If you wish Wetherby Town Council to delete the information about you, please contact admin@wetherby.co.uk

Right to Object
If you believe that your data is not being processed for the purpose it has been collected for, you may object, please contact us

Rights Relation to Automated Decision Making and Profiling
Wetherby Town Council does not use automated decision making or profiling of personal data.

TO SUM UP
In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We review our privacy policy at least annually to keep it up to date in protecting your data.

COMPLAINTS
If you have a complaint regarding the way your personal data has been processed, you may make a complaint our Data Protection Officer (Mrs Iona Taylor – clerk@wetherby.co.uk) or the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113

This Notice was prepared by Iona Taylor, Clerk to the Town Council.

Signed: .....

Dated: .....

This Notice was adopted by the Town Council at its meeting held on 11th September 2018:

Signed: .....
Councillor Galan Moss, Mayor of Wetherby

Dated: .....

This Notice was subsequently reviewed, and approved without amendment by the Town Council on:

Date:	Signed by Chairman: