

C2 27c) (iv)

Rye Town Council

Town Hall Rye East Sussex TN31 7LA
01797 223902

townhall@ryetowncouncil.gov.uk

www.ryetowncouncil.gov.uk



Privacy Notice

Rye Town Council takes the protection of your data seriously. We regard your privacy as important and comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our users. 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 one of our partners.

We record personal information if you:

- subscribe to or apply for services that require personal information,
- report a fault and give your contact details for us to respond,
- contact us and leave your details for us to respond.

Why we collect information

We collect and hold information about you, in order to:

- deliver public services
- confirm your identity to provide some services
- contact you by post, email or telephone
- understand your needs to provide the services that you request
- understand what we can do for you and inform you of other relevant services and benefits
- obtain your opinion about our services
- update your customer record
- help us to build up a picture of how we are performing at delivering services
- prevent and detect fraud and corruption in the use of public funds
- allow us to undertake statutory functions efficiently and effectively
- make sure we meet our statutory obligations.

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 Council.

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 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 below.

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 the 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 the service. 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

Rye 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 appropriate policies. 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.

Children

We will not process any data relating to a child (under 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 about you. You can do this by contacting Rye Town Council's Data Protection Officer via townhall@ryetowncouncil.gov.uk

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 our Data Protection Officer: townhall@ryetowncouncil.gov.uk

Information Deletion

If you wish Rye Town Council to delete the information about you please contact our Data Protection Officer: townhall@ryetowncouncil.gov.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 our Data Protection Officer: townhall@ryetowncouncil.gov.uk

Rights Related to Automated Decision Making and Profiling

Rye Town Council does not use automated decision making or profiling of individual personal data.

Summary

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 your data, we do not pass your data to third parties without your consent. 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 constantly review our Privacy Policies 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 to Rye Town Council's Data Protection Officer, Jessica Neame: townhall@ryetowncouncil.gov.uk or the Information Commissioners Office casework@ico.org.uk
Tel: 0303 123 1113

Updated April 2018

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PRIVACY NOTICE

For Councillors

Rye Town Council takes the protection of your data seriously. We regard your privacy as important and comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

Collecting some personal information is necessary to retain information relating to your time in office with Rye Town Council.

Personal information we may collect and process:

- Names, titles, and aliases, photographs.
- Start and end date or term of office.
- Contact details such as telephone numbers, addresses, and email addresses.
- Register of interests
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, place of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- 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 Rye Town Council.

Information about criminal convictions

We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Sharing your personal data

Your personal data may be shared with third parties where it is necessary for legal reasons or in performance of a task carried out in the public interest, or where you have given us prior consent. It is likely that we may need to share your data with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- External Auditors

- DBS providers
- Banks
- Credit reference agencies
- Professional advisors

How long do we keep your personal data?

Your personal information will only be held for as long as necessary, after which it will be securely destroyed. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. These will be detailed in our Data Retention and Destruction Policy.

Your responsibilities

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 working relationship with us.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer, Jessica Neame – jessica.neame@ryetowncouncil.gov.uk

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 our Data Protection Officer to request this.

Information Deletion

You may request the deletion of your data held by Rye Town Council at any time. However, this may be declined if the Council has a lawful reason for holding the data. Please contact our Data Protection Officer if you wish to request this.

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 our Data Protection Officer to object.

Rights Related to Automated Decision Making and Profiling

Rye Town Council does not use any form of automated decision making or the profiling of individual personal data.

Summary

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information, administering your employment or period of voluntary service, and to fulfil our legal obligations. We do not use profiling. 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 regularly our privacy policies to keep them up to date to protect your data. (You can request a copy of our policies at any time.)

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Rye Town Council's Data Protection Officer, Jessica Neame – jessica.neame@ryetowncouncil.gov.uk, or by post to Rye Town Council, Town Hall, Rye, East Sussex TN31 7LA - or the Information Commissioners Office casework@ico.org.uk 0303 123 1113.

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PRIVACY NOTICE

For Staff and Volunteers

Includes employees, workers, agency staff and those retained on a temporary or permanent basis, volunteers, contractors, agents, including former staff. This also includes applicants or candidates for any of these roles.

Rye Town Council takes the protection of your data seriously. We regard your privacy as important and comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

Collecting some personal information is necessary for us to administer your period of employment or voluntary service with the Council, and to fulfil our contractual and legal obligations to you.

Personal information we may collect and process:

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations - gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers and vehicle registration numbers.
- Financial information such as National Insurance number, pay and pay records, bank details, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries, sickness and absence, and insurance claims.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.

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- Processing is necessary for a contract with 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 Rye Town Council.

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Sharing your personal data

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- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- Staff pension providers
- Former and prospective employers
- DBS providers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

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