



STOTFOLD TOWN COUNCIL

PRIVACY NOTICE

1. INTRODUCTION

- 1.1 The purpose of this Privacy Notice is to define the roles and responsibilities of the Town Council relating to management of individuals' data for the purposes of delivery of services in an effective way and undertaking a range of activities to support the individual as a resident of the parish.

2. PERSONAL DATA DEFINITION

- 2.1 "Personal data" is any information about a living individual which allows the individual to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly by using the data itself or by combining it with other information which helps to identify a living individual.
- 2.2 The processing of personal data is governed by the Data Protection Act 2018, which is the UK's implementation of the General Data Protection Regulation (the "GDPR"). Other local governance regulations that apply to data are the Local Government Act 1972 (Section 100f) and the Human Rights Act 1998.
- 2.2 The Town Council will process some, or all, of the following personal data where necessary to perform its tasks:
- Names, titles, and aliases, photographs;
 - Contact details such as telephone numbers, addresses, and email addresses;
 - Where they are relevant to the services provided by a Council, or where the individual provides these to the Town Council, it may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
 - Where the individual pays for activities such as use of a Council facility, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
 - The personal data the Town Council processes may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning sexual life or orientation.

The use of personal data will be related to the following Town Council tasks and responsibilities:

- To deliver public services - including to understand the individual's needs, to provide the services that they request, to understand what the Town Council can do for the individual and inform them of other relevant services;
- To confirm the individual's identity to facilitate provision of some services;
- To contact the individual by post, email, telephone or using social media (e.g. Facebook, Instagram, WhatsApp);

- To help the Town Council to build up a picture of how it is performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable the town Council 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 the Town Council's accounts and records;
- To seek the individual's views, opinions or comments;
- To notify the individual of any changes to the Town Council's facilities, services, events and staff, councillors and other stakeholders;
- To send the individual communications which they have requested and that may be of interest to them. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including community grants and payments for goods and services supplied to or by the Town Council;
- To allow the statistical analysis of data so the Town Council can plan the provision of services.

The Town Council's processing of data may also include the use of CCTV systems for the prevention and prosecution of crime.

3. DATA CONTROLLER

3.1 This Privacy Notice is provided to the individual by Stotfold Town Council, which is the data controller for their data.

3.2 Other data controllers the Council works with:

- Central Bedfordshire Council
- Community groups
- Charities
- Other not-for-profit entities
- Contractors

3.3 The Town Council may need to share an individual's personal data held with other data controllers set out in 3.2 above so that they can carry out their responsibilities to the Town Council. If the Town Council and the other data controllers listed above are processing the individual's data jointly for the same purposes, then the Town Council and the other data controllers may be "joint data controllers" which means collective responsibility to the individual for their data. Where each of the parties listed above are processing the individual's data for their own independent purposes, then each of the data controllers will be independently responsible to the individual. If the individual has any questions, wishes to exercise any of their rights (see Section 7 below) or wish to raise a complaint, the individual should do so directly to the relevant data controller.

4. USE OF SENSITIVE PERSONAL DATA

4.1 The Town Council may process sensitive personal data including, as appropriate:

- Information about an individual's physical or mental health or condition in order to take decisions on their fitness for work;
 - An individual's racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - In order to comply with legal requirements and obligations to third parties.
- 4.2 These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. The Town Council needs to have further justification for collecting, storing and using this type of personal data.
- 4.3 The Town Council may process special categories of personal data in the following circumstances:
- In limited circumstances, with the individual's explicit written consent;
 - Where the Town Council needs to carry out our legal obligations;
 - Where the information is needed in the public interest;
 - Less commonly, the Town Council may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect an individual's interests (or someone else's interests) and the individual is not capable of giving their consent, or where the individual has already made the information public.
- 4.4 In limited circumstances, the Town Council may approach individuals for their written consent to allow it to process certain sensitive personal data. In this instance, the Town Council will provide the individual with full details of the personal data that it needs and the reason it is needed, so that the individual can carefully consider whether they wish to consent.
- 4.5 The Town Council will comply with data protection law, which means personal data it holds about individuals must be:
- Used lawfully, fairly and in a transparent way;
 - Collected only for valid purposes that it has clearly explained to the individual and not used in any way that is compatible with those purposes;
 - Relevant to the purposes it has informed the individual of and limited only to those purposes;
 - Accurate and kept up to date;
 - Kept only as long as necessary for the purposes it has informed the individual of;
 - Kept and destroyed securely, including ensuring that appropriate technical and security measures are in place to protect the individual's personal data from loss, misuse, unauthorised access and disclosure.
- 4.6 The Town Council is a public authority and has certain powers and obligations. Most of the personal data held on individuals is processed for compliance with a legal obligation which includes the discharge of the Town 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 Town Council's services. The Town Council will always consider an individual's interests and rights.
- 4.7 The Town Council may process personal data if it is necessary for the performance of a contract with the individual, or to take steps to enter into a contract. An example of this

would be processing the individual's data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

- 4.8 Sometimes the use of an individual's personal data will require specific consent. The Town Council will contact the individual directly to inform them of that requirement and request their consent to that use.

5. THIRD PARTY USE OF PERSONAL DATA

- 5.1 This section provides information about the third parties with whom the Town Council may share an individual's personal data.

- 5.2 These third parties have an obligation to put in place appropriate security measures and it will be responsible to the individual directly for the manner in which they process and protect the individual's personal data. It is likely that the Town Council will need to share some or all of an individual's data with some or all of the following (but only where necessary):

- The data controllers listed above under Section 3 of this Privacy Notice;
- The Town Council's agents, suppliers and contractors. For example, the Town Council may ask a commercial provider to publish or distribute newsletters on its behalf, or to maintain its database software;
- On occasion, other local authorities or not-for-profit bodies with which the Town Council are carrying out joint ventures, e.g. in relation to facilities or events for the community.

6. DATA RETENTION PERIOD

- 6.1 The Town Council will keep some records permanently if it is legally required to do so.
- 6.2 It may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. The Town Council may have legal obligations to retain some data in connection with its statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). The Town Council will retain some personal data for this purpose as long as it believes necessary to be able to pursue a claim. In general, the Town Council will endeavour to keep data only for as long as it needs the information.
- 6.3 The Town Council will delete the individual's information when it is no longer needed.

7. INDIVIDUAL'S RIGHTS

- 7.1 When exercising any of the rights listed below, in order to process the individual's request, the Town Council may need to verify the individual's identity for their security. In such cases the Town Council will need the individual to respond with proof of their identity before any exercise of these rights.

- 7.2 Individuals have the following rights with respect to their personal data:

- 7.2.1 The right to access personal data the Town Council holds on an individual:

- At any point the individual can contact the Town Council to request the personal data held on them, as well as why that personal data is held, who has access to the personal data and where the Town Council obtained the personal data from. Once the Town Council has received the individual's request, it will respond within one calendar 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, excessive or unreasonable may be subject to an administrative fee.

7.2.2 The right to correct and update the personal data the Town Council holds on an individual:

- If the data held on the individual is out of date, incomplete or incorrect, the individual can inform the Town Council, and the data will be updated.

7.3.3 The right to have personal data erased:

- If an individual feels the Town Council should no longer be using their personal data or that it is unlawfully using their personal data, they can request the data be erased from the records held.
- When the Town Council receives the request to erase the date it will confirm when the personal data has been deleted or the reason why it cannot be deleted (for example because the Town Council needs it to comply with a legal obligation).

7.3.4 The right to object to processing of their personal data or to restrict it to certain purposes only:

- Individuals have the right to request that the Town Council ceases to process their personal data or ask the Town Council to restrict processing. Upon receiving the request, the Town Council will contact the individual directly and confirm how it is able to comply or if it has a legal obligation to continue to process the individual's data.

7.3.5 The right to data portability:

- Individuals have the right to request that the Town Council transfers some of their data to another controller. The Town Council will comply with the individual's request, where it is feasible to do so, within one month of receiving said request.

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

- The individual can withdraw their consent easily by telephone, email, or by post (see Contact Details below).

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

- Individuals can contact the Information Commissioner's Office on:

Telephone: 0303 123 1113

Email: Visit <https://ico.org.uk/global/contact-us/email/>

Correspondence: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

8. TRANSFER OF DATA ABROAD

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

If the Town Council wishes to use an individual’s personal data for a new purpose, not covered by this Privacy Notice, then the Town Council will provide the individual with a new Notice explaining this new proposed use, prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, the Town Council will seek the individual’s prior consent to the new processing.

9. CHANGES TO THIS NOTICE

9.1 The Town Council keeps this Privacy Notice under regular review and will place any updates on its website at www.stotfoldtowncouncil.gov.uk.

9.2 This Notice was last updated in March 2025.

10. CONTACT DETAILS

10.1 Individuals are requested to contact the Town Council if they have any questions about this Privacy Notice or the personal data the Town Council holds about them, or to exercise any or all of the relevant rights, queries or complaints:

Correspondence: The Data Controller, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG
Email: enquiries@stotfoldtowncouncil.gov.uk
Telephone: 01462 730 064

11. FREEDOM OF INFORMATION REQUESTS

11.1 All requests received under the Freedom of Information Act must be referred to the Town Clerk who will arrange for the request to be satisfied in accordance with the legislation.

Revision History:

Date Adopted	May 2018	
Date reviewed	March 2025	Updated with current legislation.