



Rhuddlan Town Council Privacy Policy (Reviewed 8/5/25)

Rhuddlan Town Council respects confidentiality of any personal data shared with the Town Council and will make every effort to protect your privacy. This Privacy Statement explains how Rhuddlan Town Council will use any personal information that is collected, received both online and offline, as well as any electronic, written or oral communication.

Your personal data – what is it?

“Personal Data” is any information about an individual, which allows them to be identified from that data, for example a name, photographs, email address, or address. Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. 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 legislation relating to personal data and rights such as the Human Rights Act

Who are we and who is data controller?

This privacy notice is provided to you by Rhuddlan Town Council which is the data controller for your data.

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

- Names, titles and aliases and photographs
- Contact details such as telephone numbers, addresses and email addresses.

The Council will comply with data protection law. This says that personal data the Town Council holds must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that has been explained to you.
- Relevant to the purposes that you have been told about and limited only to those purposes.
- Kept only as long as necessary.
- Kept and stored securely.

Rhuddlan Town Council will use your personal data for:

- To deliver public services including to understand your needs to provide the services that you request.
- To confirm your identity to provide some services.
- To contact you by post, email or telephone.
- To promote the interests of the council.
- To maintain our own records and accounts.
- To seek views and opinions.
- To notify you of changes to our facilities, services, events etc.
- To send you communication which you have requested that that may be of interest to you e.g., initiatives, campaigns, new projects.
- To process relevant financial transactions including grants and payment for goods supplied to the council.
- Photographs of individuals will be used for announcements of events, news purposes on the Town Council website. Parental / Guardian Consent must be obtained for under 16's.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. 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 consider your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We 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 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our 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). 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. 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.

Your rights and your personal data

You have the following rights with respect to your personal data: When exercising any of the rights listed below, 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.

- (i) The right to access personal data we hold on you
- (ii) The right to correct and update the personal data we hold on you Appendix 8– Privacy Policy Checklist February 2018 Page 55
- (iii) The right to have your personal data erased
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only
- (v) The right to data portability
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- (vii) The right to lodge a complaint with the Information Commissioner’s 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. 11.

Changes to this policy

Rhuddlan Town Council shall be responsible for and be able to demonstrate compliance with the Data Protection Principles. The Privacy Statement will be reviewed annually. Any updates will be found on the Rhuddlan Town Council web page.

How to contact Rhuddlan Town Council

Please contact the Town Clerk if you have any questions about the privacy Statement or information the Town Council holds about you.

clerk@rhuddlantownconcil.gov.uk

07775 673706

Rhuddlan Town Council, Hwb Rhuddlan, Clos David Owen, Rhuddlan, LS18 2UJ.

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