



COLNE TOWN COUNCIL

Data Protection Internal Fair Processing Notice

Prepared by: Naomi Clerk, Town Clerk

Last Reviewed by Full Council: June 2021

Review Term: Annually

Colne Town Council is committed to handling and storing personal information in compliance with the terms of the Data Protection Act 2018 which is the UK's implementation of the European Union's General Data Protection Regulation (GDPR). Information is obtained directly from individuals, through induction as an employee, councillor or volunteer.

In all instances, Colne Town Council is the Data Controller and is registered with the Information Commissioners Office as such.

This privacy statement only applies to staff, councillors and volunteers. There is a separate privacy policy in place for all other parties that can be found on the Council's website.

Whose information do we collect?

We collect personal information about the following categories of people:

- Employees
- Councillors
- Volunteers

What information do we collect?

Depending on the nature of your relationship with Colne Town Council, we may collect some or all the following information:

- Biographical – name, title, previous surname, date of birth or age, gender, ethnicity, faith, or information that indicates your socio-economic status
- Contact details – postal address, email address, phone number(s), next of kin
- Access requirement
- Medical information
- Occupation and professional activities
- Your image (for ID badges and Publicity)
- Record of payments (bank account details are retained only to process payroll and expenses payments via BACS)

We will only collect this information when there is a legitimate reason for doing so.

How do we collect the information?

Information is collected as part of the induction as a member of staff, counsellor or other volunteer.

Why do we collect the information?

We collect the information in order to:

- Operate as an Employer
- Manage volunteers
- Communicate news about Colne Town Council and Events that we deliver
- Carry out normal Colne Town Council business that involves councillors, volunteers and staff
- Support the welfare of staff

- Carry out any duties that relate to the role of Colne Town Council as a local government body

Under the terms of the GDPR the lawful bases for personal processing information are:

- To fulfil a contract as an employer (e.g. employing staff)
- To pursue our legitimate interests (e.g. running of a town council and events)
- When consent has been given to us

Who collects the information?

Information is collected by, and on behalf of, Colne Town Council.

Do we share your information?

It is our policy not to share personal information with third parties. On occasions, where we feel there is a compelling benefit to share information, we would only share your data with a third party with your explicit consent.

How long do we hold the information?

Information is retained for the minimum time necessary for the purpose for which it is required.

We want to be sure that we have the most up-to-date information for you. If you discover that we have outdated information, such as postal address, telephone number or email address, please update Colne Town Council by emailing admin@colnetowncouncil.org.uk

Where is your information stored?

Your information is stored on secure, password-protected databases and networks or, in the case of paper copies in locked storage cabinets. Access to the information is given only to staff or councillors with the appropriate authorisation and based on an operational need to access the Data.

CCTV

Colne Town Council operates CCTV camera surveillance throughout the Town Hall. The system is in place to reduce the threat of crime generally, protecting Colne Town Hall, Staff, Councillors and volunteers. Video footage may be used to help with the detection of crime but also may be used for monitoring staff, councillors and volunteers in relation to carrying out their duties in accordance with Colne Town Council Policies and Procedures. The images are stored securely and monitored in a controlled space. Images may be shared with Lancashire Constabulary if required for the investigation of crime.

Photography

Colne Town Council uses photography to create ID badges and share images with the Press and on Social Media. All staff, councillors and volunteers have the right to withdraw permission of the use of their images.

Your rights

You have the right to request copies of any of your data held by Colne Town Council. If you would like to request this, please e-mail admin@colnetowncouncil.org.uk

You have the right to have your data rectified or erased (the right to be forgotten). If you would like to request this, please e-mail admin@colnetowncouncil.org.uk

Contact and complaints

If you have any queries or complaints about this **policy**, please contact Data Protection, Colne Town Council, Colne Town Hall, Albert Road, Colne, BB8 0AQ or send an e-mail to admin@colnetowncouncil.org.uk

If you are dissatisfied with Colne Town Council's response to your request for access to your data, handling of your request to rectify or erase your data, or handling of a data related complaint you may contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Tel.: 0303 123 1113 or visit <https://ico.org.uk/concerns/>

Changes to this privacy policy

This privacy policy is reviewed annually, If this privacy policy changes in any way, we will place an updated version on this page.

Who to contact about the policy

Please email admin@colnetowncouncil.org.uk or call 01282 861888.