**Privacy**

This privacy policy is intended to inform you how we gather, define, and use personal information such as your name, address, telephone number and email address. All your personal Information will be used in accordance with the Data Protection Act 1998.

Bawtry Town Council is registered as a data controller with the Information Commissioner's Office. Enquires about this privacy statement should be sent to the:

Clerk to the Council

Bawtry Town Council

The old Coach House

The Yews

Firbeck

Worksop

S81 8JW

Or email: bawtrytowncouncil@gmail.com

**What is Personal data?**

Personal data means any data which can be used to identify an individual (such as name and address) and any information that relates to that individual from which they can be identified (for instance, details of the services provided to a particular individual).

It applies to information we collect about:

* people who are referred to us by other persons, agencies, organisations
* people who contact us with an enquiry or complaint
* job applicants and our current and former employees
* people who participate in publicity for the Parish Council;
* people who are cemetery or allotment holders
* visitors to our website

The Council will never collect personal information about you without your knowledge, and will only use that information for a known reason. Information provided will not be passed to outside organisations, agencies or individuals, unless there is a legal requirement to do so. Please see our Data Protection section below for further details

**Information collection**

We may collect and process the following data about you:

* Information that you provide by filling in Council forms. This includes information provided at the time of submitting your contact details, completing application forms or requesting further information about our services
* Information about your computer or email details including your IP address, operating system or browser type

The Information we collect about you may be used to:

* Send you further details of our services
* Contact you in response to any general or specific enquiries made by you
* Process any application submitted by you
* Send you information about recent developments in areas in which you have expressed an interest

**Data Protection**

The Council is registered to process personal and sensitive personal data under the Data Protection Act 1998 (data controller).

We collect data for the purposes of dealing with enquiries, providing or delivering Council services or processing applications or complaints.

We will use anonymised data wherever possible to protect confidentiality.

We will use personal data where one or more of the following criteria apply:

* We have your (or your appointed representatives) consent. For example, you may have indicated your consent on a paper or on-line form.
* Where we have a contract with you or you have asked us to process your data prior to entering into a contract.
* Where we are under a legal obligation that requires us to process your personal data.
* Where the Council is carrying out a public function.
* Where we have a legitimate need to use information for a specific purpose that does not unjustifiably infringe on your rights or freedoms.
* It is required for the prevention or detection of crime;
* It is required for obtaining legal advice or for the purposes of legal proceedings.
* It is used for research purposes.

**Who may we share personal data with?**

To ensure that the Council provides you with an efficient and effective service we will sometimes need to share your information with other parties that support the delivery of the service you may receive or to support the carrying out of our functions. In particular the Council may share information with other local government organisations for the purposes of dealing with your enquiry. You will always be informed of this and given the opportunity to object.

We will not give information about you to anyone else, or use information about you for any other purposes, unless the law allows us to.

**How long do we keep your personal information?**

We maintain information in accordance with our retention schedules which specify timescales for how long we hold your information.  The law may specify the minimum amount of time we have to retain certain information.  Please contact the Council for more information.

**What if I have any concerns about the use of personal data or its accuracy?**

If you have concerns about the use of your personal data by the Council, or its accuracy, you may contact us at the address above.

**How do we keep your information secure?**

We will take appropriate steps to make sure we hold records about you in a secure way, including:

* all employees who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data.
* we will have put in place procedures to maintain the security of all personal data from the point of collection to the point of destruction.

**What rights do you have in relation to your personal data?**

You have a number of rights in relation to your personal data.  Please note that not all rights are automatic and some may not be available in certain circumstances:

* **Right to find out about personal data we hold and ask for a copy of it (subject access request)** - You can ask us whether we hold your personal data and you can a request a copy of the information we hold.
* **Right to withdraw your consent –** If you have provided us with consent for use of your data, for instance, marketing purposes, you have the right to withdraw your consent to stop the further use of your data for that purpose. This right may not be available where use of your data is not reliant on obtaining consent, for instance, compliance with a legal obligation.
* **Right to object to use of your information which is likely to cause substantial damage or distress –** You may object in writing to us explaining why such use of your data is likely to cause you damage or distress and what should be done to prevent this.   This right is not automatic and the use of your personal data for purposes you disagree with may be justified in certain cases even if it causes you some damage or distress
* **Right to refer to the Information Commissioner’s Office -** For independent advice about data protection, privacy and data sharing issues, or if you are still dissatisfied with how the Council have handled a complaint about use of your data, you can write to the Information Commissioner’s Office at the following address:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF.

Or email: casework@ico.org.uk

**Changes to this privacy statement**

We keep our privacy statement under regular review. This privacy statement was last updated in December 2017.