

GENERAL PRIVACY NOTICE (FOR INDIVIDUALS/LEADERS AND CONTACTS OF VOLUNTARY GROUPS AND ORGANISATIONS)

1. Personal information held by the Town Council will be used solely to inform the individual of Town Council activities and events ie: Remembrance Day Service and Parade, Mayoral Sunday Service, Pretoria Pit Disaster Services of Remembrance, Carol Service and lighting of Christmas Displays, Town Mayor's Charity Ball plus any additional events as necessary.
2. Individual's personal data will not be included in Town Council publications ie: Newsletter, Town Guide, Annual Report of the Council or on the Town Council's web site.
3. Contact telephone numbers of voluntary groups and organisations will not be included in the Westhoughton Town Guide/website unless signed/written consent is given by the contact, or unless the contact details are already advertised on the internet ie: national organisations and charities.
4. Daisy Hill in Bloom Committee Members will only receive information, Agendas and Minutes if signed/written consent is given by the Committee Member.
5. The Leaders/Contacts of voluntary groups and organisations will only receive letters/information on Town Council activities if signed/written consent is given by the individual.
6. Personal data is only used for the specific purposes listed in (1) above and are deleted when no longer required.
7. The Data Protection Controller (Town Clerk) will not share any personal information with a third party.
8. Individuals have the right to have information corrected, to opt out of processing activities and have the right to request that personal data is deleted. Such requests must be in writing or by e-mail to the Town Clerk.
9. Personal information/ mailing lists are stored on a password protected computer with the password known only to the Town Clerk and Deputy Town Clerk, and on backup disks which are stored in a strong-room.
10. A Consent Form will be issued by the Data Protection Controller (Town Clerk) and individuals must sign and return it in order to receive information on Town Council activities and events.
11. Grant Application forms and supporting information are stored in a locked filing cabinet and are shredded when the grant has been paid, or immediately if a grant has been declined.
12. Personal data is freely given to the Town Council/Clerk via letter and e-mail if an individual is making an inquiry and such correspondence is stored in a locked filing cabinet and shredded annually .

13. Personal information on Planning Applications/Appeals and Decisions are a legal requirement and these documents are stored in a locked filing cabinet and shredded annually.
14. The Town Council/Town Clerk processes some data in letters and e-mails, which are relevant to the services provided by the Town Council. Any such relevant letters and e-mails are stored a locked filing cabinet and shredded annually. Non-relevant e-mails are deleted immediately and non-relevant letters shredded immediately.
15. The Town Council's Town Centre CCTV System is monitored by Emerson Management Services, Middlebrook and it is also responsible for GDPR relating to the CCTV cameras.