

DATA PRIVACY NOTICE

Newbury Town Council

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Newbury Town Council is the data controller (contact details below). This means we decide how the personal data we hold is processed and for what purposes.

3. How do we process your personal data?

Newbury Town Council complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

4. What is the legal basis for processing your personal data?

We are legally empowered to process data in the following circumstances, where:

- (a) you have given consent to the processing of your personal data for one or more specific purposes;
- (b) it is necessary for the performance of a contract with you or in order to take steps prior to entering into a contract with you;
- (c) it is necessary for compliance with our legal obligations;
- (d) it is necessary in order to protect your vital interests or those of another natural person;
- (e) it is necessary for the performance of a task carried out in the public interest or in the exercise of our official authority.

We may use your personal data for the following purposes: -

- To enable us to keep in touch with you;
- To issue invoices;
- To administer records;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and we will not share your data with third parties without your consent.

6. How long do we keep your personal data?

We keep your personal data as long as it is necessary, except in the event of data for burial plots, which is kept indefinitely.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Newbury Town Council holds about you;
- The right to request that Newbury Town Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Newbury Town Council to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the CEO of Newbury Town Council, The Town Hall, Market Place, Newbury, RG14 5AA, 01635 35486, towncouncil@newbury.gov.uk

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.