



NEWHAVEN TOWN COUNCIL

Data Protection Policy

1. Introduction

1.1 Newhaven Town Council's address is 18 Fort Road, Newhaven, East Sussex, BN9 9QE. Its telephone number is 01273 516100. Its email address is admin@newhaventowncouncil.gov.uk. Its website address is www.newhaventowncouncil.gov.uk

1.2 The council holds and processes personal data about employees, councillors, residents and customers. Personal data is any information about a living individual which allows them to be identified (for example name, email address, address, photograph).

1.3 When handling personal data the council, and all councillors, staff or others who process or use the data, must comply with the General Data Protection Regulation (GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Data protection principles

The GPDR requires that personal data held by the town council must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that have been clearly explained to the individual to whom the data relates and not used in any way that is incompatible with those purposes.
- Relevant to those purposes and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes described
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

3. What personal data is collected by the town council and why?

- 3.1 In order to provide members of the public with services such as the hire of social centres, allotment plots or cemetery services the town council collects names, and contact details such as telephone numbers, addresses and email addresses.
- 3.2 In order to collect payment for services it provides, the town council collects financial identifiers such as bank account numbers or payment/transaction identifiers.
- 3.3 In order to consult with local people about various issues of public interest or let people know about its services, facilities and events the town council collects names and contact details such as telephone numbers, addresses and email addresses.
- 3.4 The town council often works in partnership with local voluntary organisations, community groups and event's organisers and to facilitate this it collects names and contact details such as telephone numbers, addresses and email addresses.
- 3.5 Members of the public communicating with the town council by email, letter, phone or through social media provide us with their names and contact details such as telephone numbers, addresses and email addresses or social media profiles.
- 3.6 The town council collects and publishes photographs of local events and other subjects of local interest on its website, social media pages, in its quarterly newsletter "Newhaven Matters" and for other promotional purposes. These photographs may include images of people attending events or who happen to be in public places when the photographs were taken.
- 3.7 The town council's website uses cookies to maintain and keep track of users' preferences and authenticated sessions, to identify technical issues, user trends and effectiveness of campaigns and to monitor and improve the overall performance. The town council also uses Google Analytics to collect standard internet log information and details of visitor behaviour patterns. This information is only processed in a way which does not identify anyone. IP addresses are collected by the town council's website host to help it maintain the security and performance of the site.
- 3.8 In order to comply with legislation and facilitate transparency and communication the town council collects town councillors' names, photographs

and contact details such as telephone numbers, addresses and email addresses. It also collects information about their political party, their membership of organisations, their receipt of gifts and hospitality and both their and their spouse's/partner's employers, financial interests in property within the parish, contracts with the council, licences to occupy land, corporate tenancies and securities.

3.9 In order to comply with employment legislation and facilitate the management of staff the town council collects employee's names, photographs, contact details such as telephone numbers, addresses and email addresses, NI numbers, tax codes, bank details, sickness records, health information, performance reviews, disciplinary and grievance records and pay.

4. Data Controllers

4.1 Newhaven Town Council is the Data Controller and must ensure that any processing of personal data for which it is responsible complies with the GDPR.

4.2 Advo Group Ltd provides payroll services to the town council and personal data concerning town council employees is shared with this company to enable them to carry out these services.

4.3 Ingenio Technologies provides the town council with IT support including email, website hosting and cloud storage of documents.

4.4 Other organisations with which the town council occasionally shares personal data, such as other local authorities, community groups, charities, other not for profit entities, contractors or credit reference agencies (see also paragraph 6 below).

5. Legal basis for processing personal data

5.1 The council is a public authority and has certain powers and duties. Most 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. The council will always take into account individual's interests and rights.

5.2 The council may also process personal data if it is necessary for the performance of a contract, or to take steps to enter into a contract. An example of this would be processing data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

5.3 Sometimes the use of personal data requires the consent of the individual.

6. Sharing personal data

The council will implement appropriate security measures to protect personal data. Sometimes it is necessary for the town council to share personal data with third parties. These third parties also have an obligation to put in place appropriate security measures and are responsible for the manner in which they process and protect personal data. The town council may share personal data (but only where necessary) with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

7. Retention of 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 current 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.

8. Data Subject Rights

8.1 Employees, councillors, residents, customers and other data subjects have the following rights:

- The right to access personal data held by the town council

- The right to correct and update the personal data held by the town council
- The right to have personal data erased (unless we are legally required to retain it)
- The right to object to processing of personal data or to restrict it to certain purposes only
- The right to data portability
- The right to withdraw consent to the processing at any time for any processing of data to which consent was obtained
- The right to lodge a complaint with the Information Commissioner's Office.

8.2 When exercising any of the rights listed above, the town council may need to verify the identity of the individual concerned for their security. In such cases we will require proof of identity before these rights can be exercised.

8.3 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.

9. Transfer of data abroad

9.1 Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

9.2 Our website is accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

10. Changes to this policy

The town council will keep this policy under regular review and will place any updates on its website www.newhaventowncouncil.gov.uk