



Royston Town Council Privacy Notice

Our contact details

Name: Royston Town Council

Address: Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA.

Phone Number: 01763 245484

E-mail: town.clerk@roystontowncouncil.gov.uk Website: www.roystontowncouncil.gov.uk

This privacy notice is to aid transparency between Royston Town Council and those that interact with us with regard to how we use your data and what your rights are regarding that data.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and contact details)
- IP addresses of visitors to our website
- Email addresses of those individuals that interact with us
- Financial information of users of council services
- Employee details
- We collect special category data as part of the process of booking council services
- We collect special category data as part of our employment records

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Because you are a user of the council's services
- To allow us to deliver a contractual service to you or because you have asked us to do something before entering into a contract, for example because you wish to hire a room, hall or allotment
- Because you wish us to make representations on your behalf
- Recruitment/Employment

We use the information that you have given us in order to provide the service that you have requested of us, so that it is possible to contact you and respond to your correspondence or provide information and/or access our facilities and services.

We may share this information with our employees, professional advisors, third party service providers that provide services to us and Royston Allotments and Gardens Association (for allotment hire).

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Town Clerk at town.clerk@roystontowncouncil.gov.uk or calling 01763 245484 or writing to Royston Town Council, Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA.

(b) We have a contractual obligation.

(c) We have a legal obligation.

How we store your personal information

Your information is securely stored in the Town Council offices (paper records) or on the Vision ICT secure cloud storage servers.

We keep employee records for 6 years from the date of leaving employment.

We keep payroll records for 12 years.

We keep recruitment applications for 6 months from the date of appointment.

We keep room hire information for 6 years from the date of hiring.

We keep allotment hiring information indefinitely.

We keep financial information for 6 years.

We keep emails and correspondence that you send us and we send you for a maximum of 3 years unless a longer period is necessary to fulfil the purposes outlined in this privacy notice.

When personal data is no longer needed or you request us to delete it, we will then dispose of your information by deleting electronic data and shredding and secure disposal of paper records.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at town.clerk@roystontowncouncil.gov.uk or call 01763 245484 or write to Royston Town Council, Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at town.clerk@roystontowncouncil.gov.uk or call 01763 245484 or write to Royston Town Council, Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>