

Privacy Notice for Bridlington Town Council

This privacy notice provides details of how Bridlington Town Council will use information that we collect. The Council makes every effort to ensure the way in which it uses data is transparent, fair and lawful.

What information do we hold and use? We collect and process the following information:

- Personal information (such as name, address, contact details)
- Special categories of personal information, where we have a legal requirement to do so (such as ethnicity, age range, disabilities, criminal activities, health & medical information)
- Standard banking details including bank address, sort code, account number, balance sheet & statement
- Company information (such as company name, address, key contact & VAT)
- Photographs and videos of individuals where the person may be identifiable
- Legal documents (e.g. contracts)

What do we use the information for? We use the information you give us for the following purposes:

- Partnership management (internal and external)
- Grant and fund management
- Project management (including monitoring outcomes of funded programmes)
- Local Government delivery of Service, advice and guidance
- Delivery of estates management
- Event management
- Volunteer engagement
- Consultations and public engagement activities

On what grounds do we use the information? We process personal data only when:

- the data subject has given consent to the processing of information for agreed purposes;
- it is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- it is necessary for compliance with a legal obligation to which the controller is subject;
- it is necessary to protect our clients, customers, premises, assets and partners from crime through the operation of CCTV system at the Skatepark which record images for security and
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

How do we collect this information? We collect information by the following mechanisms:

- Application form
- Enquiry form
- Online forms
- Consultation exercises
- Event registration and delivery
- Personal and professional correspondence

We collect information by the following means:

- Online
- Via Email
- Over the telephone
- By paper correspondence
- In person (face-to-face)

Who we share your information with? We will only share your information with other local authorities, public sector bodies, Government departments, and relevant third party funding organisations where we are required to fulfil a contractual obligation. Third party funders may include, but are not limited to, HM Revenue & Customs (HMRC) & Department of Work and Pension (DWP).

You will be required to sign a privacy statement as necessary to give your consent to any information sharing for any partnership management and volunteer engagement activities.

How long do we store it and is it secure? Information you provide may be stored in both manual and electronic formats and it will be held to facilitate the services provided by projects and to assist with record keeping, statistical and research purposes, statutory purposes and to facilitate on-going communication. Authorisation provided by individuals in association with the activities outlined under the section *'What do we use the Information for?'* is done so with permission for their information to be stored and processed as specified above. The Council has retention schedules in place to ensure that information is only held for as long as it is needed and for the purpose for which it was collected. Details of how we keep your information secure are available on the Bridlington Town Council website. At the end of that retention period, your data will either be deleted.

What rights do you have?

The rights that you have depend upon the grounds upon which we collected your information.

Where either contractual obligation or public interest is the lawful basis for processing you will have the right to be informed, the right of access, the right to rectification & Rights in relation to automated decision making and profiling.

Where consent is the lawful basis for processing all of the following apply; the right to be informed, the right of access, the right to rectification, the right to erase, the right to restrict processing, the right to data portability, the right to object, rights in relation to automated decision making and profiling.

Where can I find out more?

If you want to know more about how the Council uses information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Alternatively, you can contact the [Information Commissioner's Office](#).