

CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL

NEUADD Y DREF
FFORDD Y PENTREF
LLANFAIRFECHAN
LL33 0AB



TOWN HALL
VILLAGE ROAD
LLANFAIRFECHAN
LL33 0AB

llanfairfechantc@ukgateway.net
www.llanfairfechantowncouncil.co.uk

GDPR DATA PRIVACY NOTICE

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 or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Clerk of Llanfairfechan Town Council is the data controller for our organisation. This means it will be the Clerk in consultation with the members of Llanfairfechan Town Council who decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Llanfairfechan 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.

We use your personal data for the following purposes: -

- To enable us to provide a Public service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer a mailing list to provide information;
- To fundraise and promote the interests of charities;
- To manage our employees, Councillors and volunteers;
- To inform you of news, events, activities and services running by Llanfairfechan Town Council;

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about Llanfairfechan Town Council activities

5. Sharing your personal data

Personal data will be treated as strictly confidential and will only be shared with other members of the Council in order to carry out a relevant task or for purposes connected with the Town Council. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in National Association of Local Clerks guide 'A GDPR TOOLkit for local Councils' which is available at NALC.gov.uk

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 the Llanfairfechan Town Council holds about you
- The right to request that Llanfairfechan 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 the Llanfairfechan Town Council to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- 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 personal data. Some data processing is required by other relevant laws such as Employment and Finance law
- 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 or complaints please in the first instance contact clerk@llanfairfechantowncouncil.co.uk at Llanfairfechan Town Council

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.
