



Corfe Mullen Town Council

General Data Protection Regulations 2018 (GDPR) Privacy Notice

1. Introduction

1.1. Corfe Mullen Town Council (the 'Council') takes your privacy and the protection of personal data it collects about you very seriously. Your personal data is information that tells the Council something from which you can be identified. This privacy notice explains how the Council collects and uses your personal data.

2. How does the Council collect your personal data?

2.1. The Council collects your personal data whenever you access or sign up to any of the Council's services, request information, make a complaint, apply for a job or participate in activities provided by the Council. The personal data collected may include your name, e-mail address, home or work address, telephone or mobile number, date of birth or bank account details.

3. Who provides the Council with your personal data?

3.1. Generally, you will be the person who provides the Council with your personal data. The Council may however collect personal data about you from other people such as: complainants; Government departments and agencies; or other local authorities; other persons.

4. How does the Council use your personal data?

4.1. The Council uses your personal data mainly to perform a task carried out in the public interest or in connection with your use of any of the Council's services, or if you make an enquiry or complaint, apply for a job etc. The Council may use your personal data to fulfil any contractual obligations owed to you or to provide you with something that you have asked the Council to do before entering into a contract with you.

5. When does the Council need your consent to use your personal data?

5.1. Where the Council wishes to use your personal data for purposes that are neither connected with the performance of its public functions or of contractual obligations, the Council may rely on your consent to collect and use your personal data. This could be when the Council would like to use your information in a way which is unexpected or different to the original purpose.

5.2. Where the Council requires your consent, it will give you a genuine choice whether or not you should give your express consent and will not rely upon your silence as you giving consent. The Council will also tell you at the time you give your consent, how you can withdraw your consent at any time and will make it easy for you to do so.

6. Who will the Council share your personal data with?

6.1. The Council may share your personal data where it is under a legal obligation to do so; is performing its public functions and powers; where the aim is the detection and prevention of crime/fraudulent activity; or if there are serious risks to the public, Council staff, a child or adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them.

6.2. The Council will not sell your personal data to any other organisation for the purposes of direct marketing.

7. How long will the Council hold your personal data?

7.1. The Council will not use or continue to hold your personal data for any longer than is necessary to perform its public functions and powers or any contractual obligations owed to you unless the Council has a legitimate reason such as complying with a legal obligation for doing so. The Council has a Records Management & Retention Policy.

8. What rights do you have in respect of the personal data held by the Council?

8.1. The GDPR gives you a number of rights. For further information please see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

9. What to do if you have any concerns or queries

9.1. If you believe that the personal data the Council holds about you may be wrong or inaccurate or that the Council has misused your personal data, you should contact the Town Clerk. You also have the right to make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

10. Data Controller Contact Details

10.1. Corfe Mullen Town Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA. Tele no. 01202 698600. Email: office@corfemullen-tc.gov.uk.

11. Review

11.1. This Data Privacy Policy was presented to the Full Council, for approval and adoption on 28 May 2024, minute no. TC 24/34.

11.2. Future reviews will be carried out bi-annually or when any changes are made to related legislation, whichever is sooner.

12. References

- Data Protection Act 2018 – <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted/data.htm>
- UK General Data Protection Regulation (GDPR) - <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>