



Rhuddlan Town Council Privacy Statement

Rhuddlan Town Council respects confidentiality of any personal data shared with the Town Council and will make every effort to protect your privacy. This Privacy Statement explains how Rhuddlan Town Council will use any personal information that is collected, received both online and offline, as well as any electronic, written or oral communication.

“Personal Data” is any information about an individual, which allows them to be identified from that data, for example a name, photographs, email address, or address.

What information will Rhuddlan Town Council collect?

- Names, titles and aliases and photographs
- Contact details such as telephone numbers, addresses and email addresses.

The Council will comply with data protection law. This says that personal data the Town Council holds must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that has been explained to you.
- Relevant to the purposes that you have been told about and limited only to those purposes.
- Kept only as long as necessary.
- Kept and stored securely.

Rhuddlan Town Council will use your personal data for:

- To deliver public services including to understand your needs to provide the services that you request.
- To confirm your identity to provide some services.
- To contact you by post, email or telephone.
- To promote the interests of the council.
- To maintain our own records and accounts.
- To seek views and opinions.
- To notify you of changes to our facilities, services, events etc.
- To send you communication which you have requested that that may be of interest to you e.g. initiatives, campaigns, new projects.
- To process relevant financial transactions including grants and payment for goods supplied to the council.

- Photographs of individuals will be used for announcements of events, news purposes on the Town Council website. Parental / Guardian Consent must be obtained for under 16's.

Measures in place to keep data secure:

- Files to be backed up.
- Ensure that up to date anti-virus is in place.
- Authorised personnel only to access Rhuddlan Town Council business i.e. passwords access only.
- Log off after use.
- Safe file storage.

Accountability

Rhuddlan Town Council shall be responsible for, and be able to demonstrate compliance with the Data Protection Principles. The Privacy Statement will be reviewed annually.

How to contact Rhuddlan Town Council

Please contact the Town Clerk if you have any questions about the privacy Statement or information the Town Council holds about you.

clerk@rhuddlantownconcil.gov.uk

07775 673706

PO Box 224, Royal Mail, Maesdu Road, Llandudno, LL30 1QX

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