

Berkhamsted Town Council General Data Protection Regulations Privacy Statement

1. Introduction

Berkhamsted Town Council is committed to respecting your privacy and this policy document describes how we collect, store and use information shared with us. We will protect your privacy and ensure that when you provide us with personally identifiable information it will only be used in accordance with this policy which has been prepared to comply with the General Data Protection Regulations 2018 (GDPR).

2. Compliance with the Regulations

The personal information we hold about you must be

- (i) Used lawfully, fairly and in a transparent way;
- (ii) Collected only for valid purposes explained to you;
- (iii) Relevant to the purposes explained to you and limited only to these purposes;
- (iv) Accurate and kept up to date;
- (v) Kept only as long as necessary for the purposes explained to you;
- (vi) Kept and destroyed securely including that technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

3. Legal Basis for Processing Your Information

The Regulations set out lawful reasons for processing data which are:

- (i) That the data subject has given consent
- (ii) For the performance of a contract or the steps required in advance of entering into a contract;
- (iii) For compliance with a legal obligation to which the Town Council is subject;
- (iv) In order to protect the vital interest of the data subject;
- (v) Performance of a task carried out in the public interest or arising from official authority vested in the Town Council;
- (vi) For the purpose of legitimate interest.

4. How Your information will be Processed

All data is retained exclusively within the United Kingdom, or transferred only to 'third countries' where 'adequacy of protection' or specific certification as defined by the Regulations has been confirmed.

The information that we collect about you will only be used lawfully (in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018).

This information will not be disclosed to anyone outside Berkhamsted Town Council or its associated organisations, partners, and other companies with which Berkhamsted Town Council has arranged services for your benefit.

We expect the information we hold to be accurate and up to date. You have the right as an individual to find out what information we hold about you and make changes if necessary; you also have the right, assuming we are not obligated by law to refuse, to ask us to stop using the information. To have your information removed or rectified, please contact townclerk@berkhamstedtowncouncil.gov.uk

5. Cookies Policy

When using our website, www.berkhamstedtowncouncil.gov.uk, your visit to the site is anonymous (no personal information about you is recorded or gathered) unless you contribute it or fill in a form requesting information. We use cookies to assist in the delivery of services to you and for some technical reasons. If you are registered to the site you can use cookies to stay logged in when returning. You can use your browser software to restrict or to refuse to accept these, or at a later point in time, to remove them. We do not pass on information gathered from these cookies to any third party. A copy of the privacy policy that applies specifically to our website is attached at **appendix 1**.

6. Contact Details

(i) Berkhamsted Town Council

Town Clerk
Civic Centre
161 High Street
Berkhamsted
HP4 3HD

townclerk@berkhamstedtowncouncil.gov.uk;
Tel: 01442 800152

7. The Data we will collect.

The information that we will collect on you, and you voluntarily provide to us via by e-mail, letter, telephone or through our website includes:

- Your name;
- Address;
- Telephone number(s);
- E-mail address;
- Survey responses or comments on, for example, a planning or plans for expenditure issue;
- IP address

- Interest area eg you may have expressed concern about planning proposals or applied for grant funding

In circumstances where you are not under any statutory or contractual requirement or obligation to provide us with your personal information we will require at least the information above in order for us to deal with you as a service user in an efficient and effective manner.

We may, in further dealings with you, extend this information to include your address, purchases, services used, and subscriptions, records of conversations and agreements and payment transactions.

The legal basis for processing your data is based on the lawful reasons set out in 3 above. Therefore we will not store, process or transfer your data outside the parties detailed in 4 above unless we have an appropriate lawful reason to do so. Unless we are precluded from doing so by law, you have the right to remove your consent at any time by contacting us and requesting that processing of your details be restricted or deleted.

Unless otherwise required by law, your data will be stored for a period of 5 years after our last contact with you at which point it will be deleted.

PROTECTION OF PERSONAL INFORMATION

Berkhamsted Town Council takes precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction.

Berkhamsted Town Council uses industry-standard efforts to safeguard the confidentiality of Data, including encryption, firewalls and SSL (Secure Sockets Layer). We have implemented reasonable administrative, technical, and physical security controls to protect against the loss, misuse, or alteration of your Data.

Berkhamsted Town Council also retains paper records containing your Data and such records are stored in lockable cabinets and cupboards in a locked office.

If you have a concern about how we handle your data, or you would like to lodge a complaint, you may do so by contacting [The Information Commissioners Office](#).