



Okehampton Town Council

# Okehampton Town Council

## Privacy Notice

### Our contact details

Name: Okehampton Town Council

Address: Town Hall, Fore Street, Okehampton EX20 1AA

Phone Number: 01837 53179

E-mail: [townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

### The type of personal information we collect

We currently collect and process the following information:

**Employees:** Contact details, bank details, pension details, tax details, salary details, apprenticeships, annual leave, sick leave, DBS check, performance details, qualifications, employment history, disability details, eligibility to work in the UK, gender, date of birth, marital status, nationality, passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers, insurance claims, next of kin, emergency contact information and car insurance details.

**Councillors:** register of interests, complaint information, DBS check, contact details, dates of birth

**Car Parking Permits:** Vehicle registration, contact details

**Visitors book:** Contact details, vehicle registration

**Hallmaster:** Contact details

**Correspondence:** Contact details

**Electoral register:** Addresses

**Complaints:** Contact details

**Contractors:** Contact details, bank details, insurance details

**Cemetery:** Contact details, bank details

**Grant Award recipients:** Contact details, bank details, insurance details, accounts

**Body worn Camera:** Images and sound

**CCTV:** Images

**Invitations:** contact details

**Photos taken at events:** Images

**Newsletter:** email address

**Surveys and petitions:** contact details

**Accident and incident reports:** Contact details

**Volunteer Group:** Contact details, medical information

**Youth Council:** Contact details, medical information, permissions for use of images

**Mayors Chaplin:** Contact details, religion

**Minutes:** Names, political opinions

**Invoices:** contact details, bank details

## **How we get your personal information and why we collect it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

Payroll

Personnel File

Recruitment

Public accountability and transparency

Allowances and expenses

Legal and Regulatory obligations

Democratic functions

Security and access control

Facilities management

Public Interest

We also receive personal information indirectly, from the following sources in the following scenarios:

West Devon Borough Council- Electoral Register – used for confirming residency

Undertakers- Contact Detail, - for the use of a burial or headstone application

We use the information that you have given us in order to:

**Employees:** make a decision about recruitment or appointment, determining the terms on which you work for us, checking you are legally entitled to work in the UK, paying an employee, deducting tax and National Insurance contributions, providing any contractual benefits, liaising with the pension provider, administering the contract entered into, management, accounting and auditing, conducting performance reviews, managing performance and determining performance requirements, making decisions about salary reviews and compensation, assessing qualifications for a particular job or task, including decisions about promotions, conducting grievance or disciplinary proceedings, making decisions about continued employment or engagement, making arrangements for the termination of our working relationship, education, training and development requirements, dealing with legal disputes including accidents at work, ascertaining fitness to work, managing sickness absence, complying with health and safety obligations, to prevent fraud, to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution, to conduct data analytics studies to review and better understand employee retention and attrition rates, equal opportunities monitoring, to undertake activity consistent with our statutory functions and powers including any delegated functions, to maintain our own accounts and records, to process a job application, to provide a reference.

**Councillors:** Be able to send council paperwork, transparency about interests and to be signatories on the council's bank account

**Car Parking Permits:** Issue parking permits for Simmons Park

**Visitors book:** Safety procedures in case of an evacuation

**Hallmaster Bookings:** To confirm who has hired the space.

**Correspondence:** Reply to correspondence received

**Electoral Register:** Confirm residency

**Complaints:** Reply to complaints received

**Contractors:** Payment of invoices, conformation of insurance and risk assessments.

**Cemetery:** Reservation details and details of purchased plots

**Grant Award recipients:** Transparency for qualifying for a grant and details of the bank account to be able to pay the grant.

**Body Worn Camera:** Safety of Parks Staff

**CCTV:** Safety and crime

**Invitations:** To reply to the invitation

**Photos taken at events:** Promotion of events

**Newsletter:** To be able to send the newsletter out

**Surveys and petitions:** To confirm multiple forms are not completed by the same person, or to confirm location of responder

**Accident and incident reports:** Insurance purposes

**Volunteer Group:** To be able to contact the group where they are meeting each week, and to confirm that they are not doing work that may exacerbate a medical condition.

**Youth Council:** To send details of meetings and events, to make sure that any refreshments provided do not cause a medical incident and to be able to publish their images.

**Mayors Chaplin:** To be able to contact to conduct events and which church they are affiliated with.

**Minutes:** Transparency

**Invoices:** Who the invoice is issued to/from and bank details for payment.

We may share this information with:

West Devon Borough Council

Devon County Council

Peninsula (Health and Safety Provider)

Devon and Cornwall Police

Former and prospective employers

DBS services suppliers

Recruitment Agencies

Professional advisors

Trade unions or employee representatives

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Okehampton Town Council, Town Hall, Fore Street, Okehampton EX20 1AA.

(b) We have a contractual obligation.

(c) We have a legal obligation.

- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

## How we store your personal information

Your information is securely stored Okehampton Town Council, Town Hall, Fore Street, Okehampton EX20 1AA

We keep personal data in line with the Council's retention schedule and legislation and dispose of it in line with this. We will then dispose this information by deletion from the computer and paper copies are shredded.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk) 01837 53179 or Town Hall, Fore Street, Okehampton EX20 1AA if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Okehampton Town Council, Town Hall, Fore Street, Okehampton EX20 1AA

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>