

TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council
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PRIVACY STATEMENT

WWW.HYTHERTC.GOV.UK/POLICIES/GDPR

This Policy was adopted by the Council at its meeting held in February 2019

Minute

This Policy was adopted by the Council at its meeting held on: 26 April 2021

Minute 318/20

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET, HYTHE,
KENT. CT21 6BG



Introduction

This privacy statement is intended to cover the activities of Hythe Town Council staff in accordance with guidelines set by NALC

Organisations and individuals fall into one of four categories:

- National and local governments and their associated agencies
- National and local commercial organisations
- National and local voluntary organisations
- Private individuals

Keeping in touch with the council's communities is a key strategy and the council strives to facilitate this daily.

This statement is intended to provide information on how Hythe Town Council will use individual personal data. This information is provided because Data Protection Law gives individuals the right to understand how their data is used.

Whose Data does Hythe Town Council hold?

Hythe Town Council holds personal data from a broad range of individuals from across the wider community.

Hythe Town Council is the sole corporate trustee for four charities. Although they are separate corporations, their administration is all through Hythe Town Council staff and data protection requirements are governed by the Council.

Why does Hythe Town Council hold data?

Hythe Town Council holds data to work with its communities. Whether as a resident or a member of an organisation, the council accepts that many parties have a legitimate interest through their current or recent involvement with the Council.

All data held relates to individuals who have a pre-existing relationship with the Council and/or an interest in its future development.

Hythe Town Council uses data for the purposes of:

- Invitations to events
- News provision
- Committee Meetings
- Annual meetings
- Volunteering opportunities
- Commercial transactions regarding the council's purchases or sales
- Ensuring correct employment practice



What data does Hythe Town Council hold?

This may vary from individual to individual according to personal links with the Council and their level of engagement in recent years.

The data held may include:

- Full Name
- Date of Birth
- Partner's Name
- Home and Work contact details (addresses, telephone numbers, email addresses) Job Title, and Employer.
- Interests and involvement with Hythe Town Council
- Links to other Family Members whose data is held.
- Bank details (only for organisations and individuals who transact with Hythe Town Council)

How is the Data collected?

Generally, Hythe Town Council receives personal data from the individual directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or phone calls).

However, in some cases, personal data will be supplied by third parties (for example directories of suppliers) or collected from publicly available resources.

How is the data stored and used?

Data is stored and transmitted securely.

Access is controlled and the data is used daily in many different ways such as:

- Planning events
- Producing guest lists and invitations (e.g., to Civic Events)
- Identifying and contacting speakers to address committees or Full Council
- Sharing Hythe Town Council news
- Circulating meeting papers for Committee meetings and Annual meetings
- Passing on condolences and checking family connections
- Overseeing registration and payment for events
- Identifying individuals who may want to support a specific project.
- Providing information for obituaries
- Historical research of individuals or families
- Arranging volunteering opportunities

Hythe Town Council will endeavour to ensure that all personal data held in relation to an individual is as up-to-date and accurate as possible. Individuals should notify the Town Clerk of any significant changes to important information, such as contact details.



An individual has the right to request that any out-of-date, irrelevant, or inaccurate information about them be erased or corrected (subject to certain exemptions and limitations under Data Protection Law)

Please see above for details of why Hythe Town Council may need to process your data and who you may contact if you disagree (normally the Town Clerk)

Hythe Town Council will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around the use of technology and devices, and access to systems. All staff are made aware of this statement and their duties under Data Protection Law and receive relevant training.

What communications are sent out?

Individuals will receive regular information relating to their areas of interest and involvement and can easily stop receiving information that is no longer relevant. Communication may take the form of an email, a letter, or a publication.

Normal communication may include:

- Individual invitations to events and reunions
- Newsletters and e-bulletins from Hythe Town Council relating to forthcoming activities.
- Agendas, minutes, and reports relating to specific meetings.
- Publications capturing Hythe Town Council news.
- Articles relating to historical events/figures or topical issues.

Is Data shared?

Data is not normally shared with external third parties.

However, on occasions, it may be shared after consent has been granted by the individual for a legitimate reason.

Some examples:

- Pass on their Thanks or Condolences.
- Enable a principal authority to contact a resident about a concern they have raised.
- Encourage individuals to volunteer for an activity.

How long does Hythe Town Council keep personal data?

Hythe Town Council will retain personal data securely and only for as long as necessary for a legitimate and lawful reason. If you have any specific queries about how our retention policy is applied or wish to request that personal data that you no longer believe to be relevant be considered for erasure, please contact the Town Clerk (contact details are below).

A limited and reasonable amount of information will be kept for archiving purposes, for example, even where you have requested we no longer keep in touch with you we still need to keep a record of that fact (called a "Suppression Record").



What to do if you would want to find out more or make a complaint relating to Data Control?

Whatever an individual's link with Hythe Town Council it is vital that they feel informed regarding how the council uses and controls their personal data. Council staff are always happy to answer questions relating to the use of data, and individuals can request a change to the way that their data is managed or make a complaint by contacting the Town Clerk:

Postal Address: Hythe Town Council, Oaklands, 1 Stade Street, Hythe CT21 6BG

or

Email : admin@hythe-tc.gov.uk

