



# GERRARDS CROSS TOWN COUNCIL GDPR POLICY

Version	2024.1
Date approved by Full Council	15 July 2024

## **1 Purpose of the policy**

Gerrards Cross Town Council adopted this policy to comply with the General Data Protection Regulations (GDPR) 2018 and other legislation relating to personal data. The policy sets out why and how The Council will collect, use, and store personal information such as names, photographs and contact details.

## **2 'Personal data' definition**

"Personal data" is any information about a living individual which allows them to be identified from that data, for example a name, photographs, videos, email address or address. A person can be identified by the personal data alone or in combination with other information.

## **3 The five lawful reasons, under GDPR, to process personal information**

3.1 Compliance with legal obligation: The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of The Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using The Council's services.

3.2 Contractual necessity: We may also process personal data if it is necessary for the performance of a contract.

3.3 Consent: Sometimes the use of your personal data requires your consent. On these occasions we will first obtain your consent to that use. In the UK, the age of consent to provide personal data is 13 years. If The Council suspects that a person is under 13 years old, The Council will make reasonable efforts to seek the consent of a responsible adult.

3.4 Vital interests: It is possible to process personal information in order to protect an individual without their consent e.g., in a life-or-death situation where emergency contact information is needed.

3.5 Public Interest: When the Town Council is acting in the public interest, personal data may be processed if this is necessary to undertake the tasks.

## **4 Why The Council processes personal information**

4.1 To enable our activities such as:-

- a) To deliver public services
- b) To seek your views and understand your needs
- c) To contact you by post, email, or telephone
- d) To inform you of services or projects
- e) To notify you of changes to our services

4.2 To promote the interests of The Council:

4.3 To enable us to meet legal and statutory obligations

4.4 To confirm your identity and prevent and detect fraud and corruption

- 4.5 To maintain our own accounts and records
- 4.6 To process financial transactions

## **5 How The Council processes personal information**

- 5.1 The way we collect, use and store information will be:-
  - a) lawful, fair, and transparent;
  - b) accurate and up to date ;
  - c) for a valid and clearly explained purpose;
  - d) for only as long as necessary for this purpose; and
  - e) secure, with measures to prevent loss, misuse, unauthorised access and disclosure.

## **6 How The Council uses personal data on our website**

### 6.1 Cookies

Our website is powered by WordPress. Cookies are only used to ensure that it runs properly. They are not used for tracking purposes, just to hold site information for the duration of your browsing session. We do not use 3rd Party / Tracking / Advertising cookies. If you would like to know more, the organisation [www.aboutcookies.org](http://www.aboutcookies.org) provides further information, including how to delete cookies in your browser.

### 6.2 Google Analytics

Our website uses Google Analytics, a web analytics service provided by Google. Google Analytics uses “cookies”, which are text files placed on your computer to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google’s behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however, please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

### 6.3 Links to other websites

Our website contains links to other websites. This policy only applies to our website so when you link to other websites you should read their policy. Please address any queries concerning this policy, our website or any other general query to us.

## **7 How The Council shares personal information**

### 7.1 Third Parties

We may need to share personal data with third parties, such as Buckinghamshire Council, or maintenance contractors, so that we can carry out responsibilities or they can carry out their responsibilities. If we work together for a joint purpose, we are jointly responsible for processing the personal information. If there is no joint purpose, then each party is individually responsible for processing the personal information.

## 7.2 Transfer abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights through international agreements. Our website is also accessible from overseas so on occasion some personal data, for example in a newsletter or minutes of a meeting, may be accessed from overseas.

## 8 How long the council keeps personal information

8.1 We will keep personal information only for as long as we need it. For example:

- a) 8 years for financial records to support HMRC audits or provide tax information.
- b) 3 years for personal injury claims
- c) 6 years for contract claims

## 9 Your rights

9.1 When exercising any of the rights below, we may need to verify your identity for your security. You have the right to:

- a) be informed e.g through this policy;
- b) request the data we hold on you as well as why we have it, who has access to it and where it was obtained from. We will respond to requests within one month of receiving them. There is no charge for the first request;
- c) correct and update the personal data we hold on you. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and we will update it;
- d) have your personal data erased if you feel we should no longer be using it or are using it unlawfully. When we receive your request, we will then either confirm that it has been deleted or explain why it cannot be deleted e.g. because we need it to comply with a legal obligation;
- e) request us to stop processing your data or ask us to restrict what we do with it. When we receive your request, we will let you know whether we are able to comply or whether we have a legal obligation to continue;
- f) request that we transfer data to another controller. Where this is feasible, we will do this within one month of receiving your request;
- g) withdraw your consent at any time to the processing of data for which consent was obtained; and
- h) lodge a complaint with the Information Commissioner’s Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> at the Information

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

9.2 If you would like to speak to a Councillor or the Clerk, you can call the Town council office on 01753 888013, or send an email to [clerk@gerrardscross.gov.uk](mailto:clerk@gerrardscross.gov.uk). Alternatively, you can write a letter to the Clerk and send it to our office address at Gerrards Cross Town Office, South Lodge, East Common, Gerrards Cross, SL9 7AD.