Pontardawe Town Council Privacy notice

**Our contact details**

Name: Deborah Phillips – Town Clerk

Address: Office 2, 2nd Floor, Pontardawe Arts Centre, Herbert Street, Pontardawe SA8 4ED

Phone Number: 07827972226

E-mail: town.clerk@pontardawetowncouncil.gov.wales

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Website and social media identifiers
* Images in the public domain

**How we get the personal information and why we have it**

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

* Contact with the Town Council

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

* Images in the public domain
* Website and social media identifiers

We use the information that you have given us in order to contact you and also publicise the work carried out in the community by the Town Council

We may share this information with other Council’s and third sector organisations.

Under the UK General Data Protection Regulation (UK 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 the Town Clerk**

**(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.

We keep contact information and personal identifiers indefinitely for historical archiving purposes, in line with the stated document retention policy for other information and for as long as your association with the Town Council exists for contact information We will then dispose your information by deletion of electronic information and confidential waste protocol for paper copies unless archived

**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 town.clerk@ponardawetowncouncil.gov.wales 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 Pontardawe Town Council, Office 2, 2nd Floor, Pontardawe Arts Centre, Herbert Street, Pontardawe SA8 4ED

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>

Tell people how to make a complaint to you here. Include the ICO’s address.