



Lytchett Minster and Upton Town Council

Privacy notice for media and public affairs

Lytchett Minster and Upton Town Council is committed to protecting and respecting your privacy. Through this Privacy Notice we have sought to be as transparent as possible and fully explain how your personal data is held and processed.

This privacy notice applies to services provided by Lytchett Minster and Upton Town Council and tells you what to expect us to do with your personal information.

If you have any questions about this privacy notice or any concerns about how we process your data, please contact office@lytchettminsterandupton-tc.gov.uk. The privacy notice will continue to be monitored and updated. You are advised to check this page from time to time.

What type of information we have:

We currently collect and process the following information:

Email address

Phone number

How do we get your information?

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

To celebrate your achievement as part of the Lyt-Up Local Hero Awards

[If applicable] We also receive personal information indirectly, in the following scenarios:

From an application form filled out by someone who is nominating you for this award

If it is not disproportionate or prejudicial, we'll contact you to let you know we are processing your personal information.

Our Lawful basis for processing your information

The lawful basis we rely on for processing this information under Article 6 GDPR

Consent:

You can remove your consent at any time by contacting

office@lytchettminsterandupton-tc.gov.uk

Why we need your information (purposes of processing):

The personal data we collect will be used for the following purposes:

We need your information to send you the award and post on social media your name along with your achievement.

Who your information may be shared with (internally and externally)?

We share your information with:

Lytchett Minster and Upton Town Council administrative team

We will strive to ensure that any personal data in our care will be kept safe and that where your information is disclosed to a third party working on our behalf, we will seek to ensure that they have sufficient systems and procedures in place to prevent the loss or damage of personal data.

How long we keep your information:

We keep emails and phone numbers for three years.

We will then dispose your information in the most secure manner possible.

Your data protection rights:

The rights available to you depend on our reason for processing your information. For further information about your data protection rights and how to make a request, please see <https://www.gov.uk/data-protection>

Your right to make a complaint:

The Council tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate.

If you want to make a complaint you can contact us on:

Town Clerk
Lytchett Minster and Upton Town Council
1 Moorland Parade
Moorland Way
Upton
Dorset
BH16 5JS

Data Protection Officer

The Council's Data Protection Officer can be contacted on: clerk@lytchettminsterandupton-tc.gov.uk

Information Commissioner's Office

The Information Commissioner is the UK's independent body set up to uphold information rights.

If you would like to know more about your rights under the Data Protection law, and what you should expect, visit the Information Commissioner's website: <https://ico.org.uk/>

If you have any concerns regarding any privacy practices or about exercising your Data Protection rights, you may contact the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745

Email: casework@ico.org.uk

A full list of what information we control and process and for what purposes is set out in our notification with the Information Commissioner's Register of Data Controllers. Our registration number is Z7593730.

You can view our registration on the Information Commissioner's website.