

# **Witney Youth Council**

## **Privacy Notice**

As part of our commitment to protecting information, this Privacy Notice explains how Witney Town Council collects, stores and handles personal data of Youth Council members and their named contacts.

### **Who We Are**

Witney Town Council is registered with the Information Commissioners Office (ICO) as a Data Controller under reference Z6551048. This means we will process and hold personal data in compliance with our obligations under the Data Protection Act 2018 and the General Data Protection Regulations 2018 once a Youth Council Application/Consent Form has been submitted.

This Privacy Notice explains what information the Council holds and the reasons for holding it, the third parties to whom it may be passed, and any other activity involving the use of personal data such as collecting, storing and destroying.

### **Data Controller**

Witney Town Council is the Data Controller for the information that is processed for the purpose of running the Youth Council. This means the Council is responsible for dealing with your personal data in the right way.

### **Legal Basis**

Witney Town Council processes personal data under article 6 (1) (f) of the GDPR, legitimate interests except where photography or footage may be used in publicity or local media, we will seek your consent/parental or guardian consent under article 6 (1) (a) of the GDPR for this purpose.

### **What Data Do We Collect**

* Name
* Date of birth of applicant
* Address
* Telephone Number
* Email Address
* Video & photographic Footage (which may be captured in the course of events)
* Medical details for emergencies
* Emergency Contact Details (for example parent/guardian’s name, address, postal address and telephone number)

### **How We Process your Personal Data**

We will only contact Youth Council members via a means that they wish to be contacted on to inform them of Youth Council business.

### **Sharing your Data**

We do not routinely share this information outside of Witney Town Council but may share information with our legal or trusted advisors for the purpose of obtaining advice, with government agencies, if required by the law, or with law enforcement agencies for the prevention or detection of crime. We may also share medical and contact information with emergency services if required.

### **What Are Your Rights**

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request.

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
4. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process the information;
5. Transfer your information in a structured data file, where we rely on your consent to use and process your personal information.

Please see the Council’s [Data Protection Policy](https://democracy.witney-tc.gov.uk/documents/s12998/Data%20Protection%20Policy.pdf) for further details of how to make a request.

### **How Long Do We Keep Your Data For**

Until three months after membership of the Youth Council has come to an end, if successful. If unsuccessful, details will be securely destroyed withing three months of the application.

### **How do we protect your information**

We comply with all laws concerning the protection of personal data and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information.

### **Contact Information**

You can exercise the above rights and or manage your information by contacting us using the details below:

Town Hall, Market Square, Witney, OX28 6AG

[info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)

01993 704379

Our Data Protection Officer is the Deputy Town Clerk, Adam Clapton who can be contacted on [deputyclerk@witney-t.gov.uk](mailto:deputyclerk@witney-t.gov.uk)

### **Complaints**

If you wish to raise a complaint on how we handled your personal data, please contact the Data Protection Officer on the details above.

If you are not satisfied with the response you can complain to the Information Commissioners Officer (IC)) The ICO’s Contact details are:

Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

[casework@ico.org.uk](mailto:casework@ico.org.uk)

0303 123 1113