

## **Privacy Notice**

Hebden Royd Town Council (“we”, “us”, “our”) is the data controller for the personal data described in this notice.

### **Contact details**

Hebden Royd Town Council  
The Town Hall  
St George’s Street  
Hebden Bridge  
HX7 7BY  
Email: [info@hebdenroydtowncouncil.gov.uk](mailto:info@hebdenroydtowncouncil.gov.uk)

### **Data Protection Officer**

The Council has appointed a Data Protection Officer (DPO).  
Email: [dpo@theprivacyworx.com](mailto:dpo@theprivacyworx.com)

### **What this notice covers**

This notice explains how we process personal data in connection with:

- Our websites and online services
- Council services and activities
- Events and community activities
- Allotments
- Finance and accounts
- Elections and democratic services
- CCTV at council premises

Information about cookies and similar technologies used on our websites is provided separately in our Cookie Notice.

### **How we collect personal data**

We collect personal data:

- Directly from you when you contact us, apply for services, make bookings, or submit forms
- Automatically through the operation and security of our websites and IT systems
- From third parties such as service providers, contractors, event organisers, other public bodies, or regulators
- Through CCTV systems operating at council premises

### **Purposes of processing and lawful bases**

#### **Website use and online enquiries**

Data: contact details, enquiry content, IP address, device and browser information

Purpose: responding to enquiries, operating and securing websites, improving services  
Lawful basis: Article 6(1)(e) – public task

### **Events, culture and community activities**

Data: contact details, booking and participation information

Purpose: managing events, communications, records and financial reconciliation

Lawful basis: Article 6(1)(b) – contract; Article 6(1)(e) – public task

### **Allotments**

Data: contact details, application and tenancy information, payment records

Purpose: managing allotments, waiting lists, tenancies and communications

Lawful basis: Article 6(1)(b); Article 6(1)(e)

### **Finance and accounts**

Data: contact details, payment and transaction information

Purpose: processing payments, managing grants and charges, audit and accounting

Lawful basis: Article 6(1)(c) – legal obligation; Article 6(1)(e)

### **Elections and democratic services**

Data: name, address, electoral and correspondence information

Purpose: administering elections and meeting statutory democratic duties

Lawful basis: Article 6(1)(c); Article 6(1)(e)

### **CCTV**

Data: images of individuals

Purpose: safeguarding people, protecting property, preventing and detecting crime, supporting investigations

Lawful basis: Article 6(1)(e)

### **Legal and regulatory matters**

Data: relevant personal data depending on context

Purpose: handling complaints, claims, legal proceedings, regulatory requests

Lawful basis: Article 6(1)(c); Article 6(1)(e)

### **Who we share personal data with**

We may share personal data with:

- IT, website, hosting and software providers
- Ticketing, payment and event service providers
- Professional advisers (legal, audit, insurance)
- Security and CCTV service providers
- Law enforcement and regulators where required by law

We do not sell personal data.

### **International transfers**

We do not routinely transfer personal data outside the UK. Where processing takes place outside the UK, appropriate safeguards are used in line with UK data protection law.

### **How long we keep personal data**

Personal data is retained only for as long as necessary for the relevant purpose and in accordance with our records management and retention requirements.

### **Your rights**

You have the right to access, rectify, erase, restrict or object to processing, and to lodge a complaint with the Information Commissioner's Office (ICO). Further information is available at [www.ico.org.uk](http://www.ico.org.uk).

### **Automated decision-making**

We do not use automated decision-making or profiling.

### **Information obtained from other sources (Article 14)**

In some cases, we receive personal data from third parties, including contractors, other public bodies, event organisers, or via CCTV. Where required, we will provide privacy information unless a legal exemption applies.