

Hebden Royd Town Council – Privacy Notice

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

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.

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.