

## Privacy Policy - Youth

This policy had been created in order to comply with the new General Data Protection Regulations (GDPR) which came into force on 25<sup>th</sup> May 2018 and supersedes the existing Data Protection Act 1998.

### Your personal data – what is it?

“Personal data” is any information about a living individual, which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data, which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

### Council information

This Privacy Policy is provided to you by Sevenoaks Town Council, which is the data controller for your data. The Council’s address is: Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG.

### Policy

Our policy explains the reasons why we might ask for your personal data. It will cover three main areas. What data we collect from you and why; how we keep it safe and process it in accordance with the law, including who has access to it besides Sevenoaks Town Council and what we are doing to protect your rights as a data subject, and how you can exercise those rights.

### The Personal Data We Collect

Your personal data is collected for several reasons. These include:

- Named contacts in organisations that will enable us to deliver HitB Youth Café, Sevenoaks Youth Council & activities workplace or school-based programmes, or allow us to carry out business transactions
- Details of people wanting to participate in our projects
- Details of young people wishing to participate in our organised events
- Names of parents/guardians of young people, required for safeguarding purposes
- Names of those wishing to be informed of activities
- Details of people providing or contributing to our activities

### Why We Hold Personal Data

Several activities require us to process personal data. These include:

- Delivering activities or programmes
- Internal record keeping

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

Town Clerk

- Sending you information we believe you will find interesting, using the email address you have provided.

**How We Keep Personal Data Secure**

Sevenoaks Town Council takes data security extremely seriously. We have therefore implemented appropriate digital, managerial, and physical procedures to ensure your data is not lost, stolen, damaged or disclosed to any unauthorised person or organisation.

### **Who Sees Personal Data**

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Suppliers, contractors, local authorities, activity providers, workplaces and schools. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.
- Advertising on social media

### **How We Will Uphold Your rights As A Data Subject**

We will do our best to keep the data we hold accurate. However, if you spot any errors in the data we hold on you, please let us know and we will rectify them.

Our promise to you, is to never use your personal data for anything we haven't already told you about. Unless obliged to do so by law, we won't share your data with anyone other than the organisations we have told you about. We will never use your data for any form of profiling or automated decision-making.

You can ask to see what personal data we hold on you at any time. If you gave us your consent to process your data, you can withdraw that consent. You can also request that we delete it, or tell us not to use it for some of the purposes described in this policy. Where applicable, we can provide your data to you in a portable digital format.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- ***The right to access personal data we hold on you***
- ***The right to correct and update the personal data we hold on you***
- ***The right to have your personal data erased***
- ***The right to object to processing of your personal data or to restrict it to certain purposes only***
- ***The right to data portability***
- ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
- ***The right to lodge a complaint with the Information Commissioner's Office.*** You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Additional notes**

To help us inform the community of activities in the region, we may include links from our website to the websites of other organisations. Please note that we cannot be responsible for either the contents of these websites or their data protection measures. Our privacy policy does not cover information you provide to these websites. We, therefore, recommend you exercise caution and review the privacy policies of the sites in question before submitting your personal data to them.

Our website may collect tracking data from your computer or device. To find out more about this – including how to prevent such tracking – please see our Cookie Policy.

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Changes to this policy**

We keep this Privacy Policy under regular review and we will place any updates on [www.shrewsburytowncouncil.gov.uk](http://www.shrewsburytowncouncil.gov.uk).

**Contact Details**

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: Shrewsbury Town Council, Riggs Hall, Castle Gates, Shrewsbury, SY1 2AS

**To be Adopted by the Council on ..... Review Date .....**