



Stotfold Town Council

Privacy Notice

This privacy notice is intended to inform you of how your personal data will be used in our organisation. We take your data protection rights seriously and we will only use your personal data in the ways we describe here.

1. Who we are and what we do

- 1.1. We are Stotfold Town Council, Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts SG5 4HG, telephone 01462 730064 enquiries@stotfoldtownocouncil.gov.uk
- 1.2. We are a data controller of personal data as defined by all applicable data protection and privacy laws including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation (the "Data Protection Legislation").
- 1.3. We are not required to have a Data Protection Officer as defined by Article 37 of the UK GDPR.
- 1.4. We process your personal data to enable us to manage our organisation and provide a service to you and others.

2. Your data protection rights

- 2.1. Under the data protection legislation, you have rights including:
 - 2.1.1. **Your right to be informed** - You have the right to be informed of our use of your personal data. This notice is designed to give you that information. If you require further information please contact us using the details below.
 - 2.1.2. **Your right of access** - You have the right to ask us for copies of your personal information.
 - 2.1.3. **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
 - 2.1.4. **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
 - 2.1.5. **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
 - 2.1.6. **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
 - 2.1.7. **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
 - 2.1.8. Your right in relation to automated decision-making including profiling - We do not process personal data in this way.

2.2. You are not required to pay any charge for exercising your rights. If you make a request, the law gives us one month to respond to you, but we have undertaken to respond as soon as possible and in any case 28 days.

2.3. Please contact us using the details in Section 1 above if you wish to make a request.

3. What data does the data protection legislation cover?

3.1. Data protection legislation is to protect the data privacy of individuals and uphold your rights over your own personal data.

3.2. Definitions:

3.2.1. **Personal Data** - means any information relating to an identified or identifiable person ('data subject'); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

3.2.2. **Processing** - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

3.2.3. **Data Controller** - means the person or organisation which, alone or jointly with others, determines the purposes and means of the processing of personal data.

3.2.4. **Data Processor** - means a person or organisation which processes personal data on behalf of the Data Controller.

3.2.5. **Third Country** - means a country or territory outside the United Kingdom.

3.2.6. **Lawful Basis** - means one of the six lawful reasons to process personal data as set out in Article 6 of the UK GDPR. At least one of these will apply whenever we process your personal data.

4. Why do we have your information and how long will we keep it?

4.1. We take your data privacy seriously and will only use your personal data for the purpose for which it was collected.

4.2. For every activity that we undertake using personal data we must be clear what our purpose is for that activity and have a Lawful Basis to process your data.

4.3. Where we process personal data that reveals special category data (article 9 UK GDPR) or personal data relating to criminal convictions and offences (article 10 UK GDPR) we require an additional condition to process.

4.4. We collect and process your personal data for the following purposes for which we collect certain categories of data and to lawfully process your data for those purposes we rely on these lawful bases and additional conditions.

Purpose	Lawful basis	Additional Condition to Process	Categories of data
Accounts	Legal obligation	N/A	<ul style="list-style-type: none"> Identity information Contact information Financial information
Suppliers Contracts and tenders	Contract	N/A	<ul style="list-style-type: none"> Identity information Contact information Financial information
HR	Contract	Employment, social security and social protection	<ul style="list-style-type: none"> Identity information Contact information Special Category (health) Criminal Record Data
Recruitment details (applicant and unsuccessful)	Contract	Employment, social security and social protection	<ul style="list-style-type: none"> Identity information Contact information Educational qualifications Special Category (Race, Ethnic Origin, Health) Criminal Offence data
Payroll & Pension	Contract	N/A	<ul style="list-style-type: none"> Identity information Contact information Financial information
Office Visitors	Legitimate Interest	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Identity information
Sponsorship	Contract	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Identity information Contact information
CCTV	Legitimate Interest	Reasons of substantial public interest	<ul style="list-style-type: none"> Image
Allotments	Contract	Explicit consent	<ul style="list-style-type: none"> Identity information Contact information Financial information Special category data (health)
Hire of Venues	Contract	N/A	<ul style="list-style-type: none"> Identity information Contact information Financial information
Event Records	Contract / legitimate interest	N/A	<ul style="list-style-type: none"> Identity information Contact information Financial information
Feedback on venues	Consent	N/A	<ul style="list-style-type: none"> Contact information Identity information
Correspondence	Public task	Reasons of substantial public interest	<ul style="list-style-type: none"> Contact information Identity information Special Category
Photographs	Legitimate Interest	N/A	<ul style="list-style-type: none"> Image
Photographs	Consent	N/A	<ul style="list-style-type: none"> Image
Surveys	Consent	N/A	<ul style="list-style-type: none"> Contact information Identity information
Social Media	Legitimate Interest	N/A	<ul style="list-style-type: none"> Identity Information contact information
Press Releases	Legitimate Interest	N/A	<ul style="list-style-type: none"> Identity Information

Purpose	Lawful basis	Additional Condition to Process	Categories of data
Events Mailing List	Consent	N/A	<ul style="list-style-type: none"> ● Identity information ● Contact information
Minutes agendas etc	Legal obligation	Reasons of substantial public interest	<ul style="list-style-type: none"> ● Identity information ● Contact information ● Special category and criminal conviction
Councillors Information	Public task	Reasons of substantial public interest	<ul style="list-style-type: none"> ● Contact information ● Identity information ● Special Category (political opinions, Trade union membership, health data)
Councillors register of interests	Legal obligation	Reasons of substantial public interest	<ul style="list-style-type: none"> ● Identity information ● Contact information ● Special Category (political opinions, trade union membership, religious, philosophical) ● Company Information ● Third party personal data
Service Level Agreements	Public task	N/A	<ul style="list-style-type: none"> ● Identity information ● Contact information ● Financial information ● Special Category
Grant applications to the council	Public task	N/A	<ul style="list-style-type: none"> ● Identity information ● Contact information ● Financial information ● Special Category
Planning applications	Public Task	N/A	<ul style="list-style-type: none"> ● Identity information ● Contact information
Major Projects	Contract	N/A	<ul style="list-style-type: none"> ● Identity information ● Contact information ● Educational qualifications
Website	Legal obligation / Public Task	N/A	<ul style="list-style-type: none"> ● Contact information ● Identity information

4.5. If we have relied on 'consent' to process your personal data, you are able to withdraw that consent at any time, and we will be happy to assist you.

4.6. We collect data in the following ways

Categories of data	How we collect your data
Identity information	<ul style="list-style-type: none"> ● Direct from you ● From another council ● From a Councillor connected with you
Contact information	<ul style="list-style-type: none"> ● Direct from you ● From another council ● From a Councillor connected with you
Financial information	<ul style="list-style-type: none"> ● Direct from you
Educational qualifications,	<ul style="list-style-type: none"> ● Direct from you
Criminal offence data	<ul style="list-style-type: none"> ● Direct from you ● DBS Service
Special Category	<ul style="list-style-type: none"> ● Direct from you ● From another council ● From a Councillor connected with you
Image	<ul style="list-style-type: none"> ● Direct from you ● From third party photographer
Age range	<ul style="list-style-type: none"> ● Direct from you

4.7. How long we intend to keep your data

Purpose	How long we will keep your data
Accounts	7 Years
Suppliers, Contracts and tenders	7 years after contract end / unsuccessful tender
HR	6 years after ceasing employment
Recruitment details (unsuccessful candidates)	6 months after recruitment completion
Payroll & Pension	7 Years
Continuity Plan	Until replacement
Office Visitors	3 Months
Sponsorship	7 years from end of agreement
CCTV	30 days
Allotments	1 years after tenancy end
Hire of Venues	7 Years from hire
Event Records	7 Years after event
Feedback on venues	1 year from feedback
Correspondence	6 Years after case closed
Newsletters	Until unsubscribe
Photographs (Consent)	5 Years
Photographs (Legitimate Interest)	5 Years
Surveys	Until end of survey or consultation life
Social Media	Indefinite
Press Releases	8 Years
Events Mailing List	until opt out or unsuccessful delivery
Minutes agendas etc	Indefinite
Councillors Information	8 years after term of office
Councillors register of interests	Until end of office
Service funding agreements	Unsuccessful 4 years / 7 Years after grant payment
Grant applications to the council	Unsuccessful 4 years / 7 Years after grant payment
Major Projects	Unsuccessful 18 months / 7 years after completion
Feedback on venues	1 year from feedback
Correspondence	6 Years after case closed
Newsletters	Until unsubscribe
Photographs (Consent)	5 Years
Photographs (Legitimate Interest)	5 Years
Website	Indefinite

- 4.8. When we no longer need your personal data to undertake our stated purpose we will delete it or anonymise it so that it no longer permits the identification of you.
- 4.9. Personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with UK GDPR Article 89(1).
- 4.10. In some cases, we may be allowed to use your personal data to contact you with news about our activities, products or services. We will always offer an opt out and we will always comply with the data protection legislation.

5. Sharing this information with other data controllers

- 5.1. We may share your data with another data controller if that controller takes over the purpose for which we collected your data.
- 5.2. We may be required to share your personal data for legal, judicial, law enforcement or government reasons.
- 5.3. We routinely share personal data with other data controllers for the following reasons.

Receiving Data Controller	Reason	Data Controller Location
Banks	<ul style="list-style-type: none"> • Accounts • Councillors Information • Payroll & Pension 	UK or EU / EEA
Central Bedfordshire Council	<ul style="list-style-type: none"> • Surveys • Councillors register of interests • Correspondence 	UK or EU / EEA
Law enforcement or similar competent authorities	<ul style="list-style-type: none"> • CCTV • Correspondence 	UK or EU / EEA
Media outlets	<ul style="list-style-type: none"> • Press Releases 	UK or EU / EEA
NGO's	<ul style="list-style-type: none"> • Correspondence 	UK or EU / EEA
Official Photographer	<ul style="list-style-type: none"> • Photographs 	UK
Other local authorities	<ul style="list-style-type: none"> • Correspondence 	UK or EU / EEA
Pension provider	<ul style="list-style-type: none"> • Payroll & Pension 	UK or EU / EEA
Social Media Platforms	<ul style="list-style-type: none"> • Social Media 	USA (UK Extension to the EU-US Data Privacy Framework) UK or EU / EEA

- 5.4. We may share your personal data with other data controllers to enable us to fulfil our obligations to you or to provide a product or service, in that event we will tell you who we are going to share your data with.
- 5.5. We take your data protection rights seriously and will take steps to ensure that those we share data with process it responsibly.

6. Data processors working on our behalf

6.1. We may send your data to a data processor to undertake data processing activities on our behalf.

6.2. We send personal data to data processors for the following reasons.

Categories of data processor	Reason	Data Processor Location
Auditor	<ul style="list-style-type: none"> • Accounts • Suppliers, Contracts and tenders • Payroll & Pension • Hire of Venues • Correspondence 	UK or EU / EEA
Microsoft	<ul style="list-style-type: none"> • Accounts • Suppliers, Contracts and tenders • Payroll & Pension • Hire of Venues • Correspondence • Surveys • Photographs • Photographs • HR • Recruitment details (applicant and unsuccessful) • Continuity Plan • Sponsorship • Allotments • Event Records • Feedback on venues • Postal Mailing List • Social Media • Press Releases • Events Mailing List • Minutes agendas etc • Councillors Information • Councillors register of interests • Service funding agreements • Grant applications to the council • Planning applications • Amenity Team • Major Projects 	UK or EU/EEA
Official Photographer	<ul style="list-style-type: none"> • Photographs 	UK
Rialtas	<ul style="list-style-type: none"> • Allotments • Accounts • Suppliers, Contracts and tenders • Hire of Venues • Correspondence 	UK or EU / EEA
Sage	<ul style="list-style-type: none"> • Accounts • Payroll & Pension 	UK or EU / EEA

Webserver	<ul style="list-style-type: none"> • Event Records • Photographs • Councillors Information • Councillors register of interests • Minutes agendas etc • Planning applications • Surveys • Website 	UK or EU/EEA
Central Bedfordshire Council (archive)	<ul style="list-style-type: none"> • Minutes agendas etc • Planning applications 	UK or EU/EEA

7. Where do we store and process your personal data?

- 7.1. Most of your personal data will be stored and processed here in the UK.
- 7.2. Some data may be stored or processed in other third countries. We have made sure that safeguards are in place or such transfers to ensure that an equivalent standard of data protection is in place.
- 7.2.1. Personal data transferred to EU member states, Iceland, Norway, Liechtenstein, Gibraltar, Andorra, Argentina, Faroe Islands, Guernsey, Isle of Man, Israel, Jersey, New Zealand, Switzerland, Uruguay, Japan (only private sector organisations) or Canada (only covers data that is subject to Canada's Personal Information Protection and Electronic Documents Act) is transferred to those third countries on the basis of adequacy regulations.
- 7.2.2. Personal data transferred to USA organisations certified to the "UK Extension to the EU-US Data Privacy Framework" is transferred on the basis allowed for by Article 45 of the UK General Data Protection Regulation (GDPR).
- 7.2.3. Personal data transferred to other USA organisations and all other countries is transferred based on International Data Transfer Agreements (IDTAs) where there is a contract incorporating an agreement recognised or issued in accordance with the data protection legislation. The IDTA contains contractual obligations on us (the data exporter) and the receiver (the data importer), and rights for the individuals whose personal data is transferred.

8. How to contact us for more information

- 8.1. We hope that you will feel that we have explained our use of your personal data adequately to you, however if you have any questions, wish to exercise any of your data protection rights or have a complaint please contact us at Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts SG5 4HG 01462 730064 enquiries@stotfoldtowncouncil.gov.uk
- 8.2. You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data. Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Helpline number: 0303 123 1113

9. Updates to this notice

- 9.1. We might have to make changes to this Privacy Notice if there are changes to how we process your personal data or the data protection legislation changes.
- 9.2. Changes will be made available via updated notices on the Town Council website www.stotfoldtowncouncil.gov.uk or at the above address.
- 9.3. This Privacy Notice was last updated on 1 April 2026.