WETHERBY TOWN COUNCIL

The Town Hall, Market Place, Wetherby, LS22 6NE
Tel: 01937-583584
E-mail: admin@wetherby.co.uk
wetherbytowncouncil.gov.uk

PRIVACY NOTICE

Wetherby Town Council regards your privacy as important and complies with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) in processing your personal data. Wetherby Town Council is the data controller for any data provided to it.

"Personal data" is any information about a living individual which allows them to be identified from that data. This may include a name, photographs, videos, email address, phone number or an address.

"Sensitive personal data" is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

We process and hold personal data to provide public services. This notice explains how we use and share your information. Information may be collected on a paper or online form, by telephone, email or by a member of our staff, or by one of our partners.

The information you provide (personal information such as name, address, email address, phone number) may be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to service provision, or to carry out a council service.

Your personal information will not be shared with any third party without your prior consent.

OUR RIGHT TO PROCESS INFORMATION

We are permitted to process information under GDPR Article 6 (1) (a) (b) and (e) when:

- processing is with consent of the data subject, or
- processing is necessary for compliance with a legal obligation, or
- processing is necessary for the performance of a task carried out in the public interest [or for official purposes] or in the exercise of official authority vested in the controller.

Processing may only be carried out where one of the following conditions has been met:

Consent — The individual has given clear and explicit consent for you to process their personal data for a specific purpose.
Contract — The processing is necessary for a contract you have with the individual or because they have asked you to take specific steps before entering into a contract.
Legal obligation — The processing is necessary for you to comply with the law (not including contractual obligations).
Vital interests — The processing is necessary to protect someone's life.
Public task — The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data, which overrides those legitimate interests. It is not enough to simply say: 'We have a legitimate interest in processing allotment holder data', as this does not clarify your purpose or intended outcome. Instead, you need to be more

specific about your purpose, such as: 'We have a legitimate interest in ensuring that the allotments are used with the terms of the tenancy and the council's allotment rules".

HOW WE USE YOUR INFORMATION

We will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary.

All employees or representatives of the Council who have access to your personal data and are associated with the handling of that data are obliged to respect the confidentiality of your data. All your communications to us are protected against unauthorised access by third parties.

The Council tries to keep the information we have about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information upon request. Our contact details are above.

We will process your information for the following purposes:

- for the service you requested and to monitor and improve the council's performance in responding to your request.
- to perform or uphold the contract we have entered into with you.
- to allow us to be able to communicate and provide services and benefits appropriate to your needs.
- to ensure that we meet our legal obligations.
- where necessary for law enforcement functions.
- to prevent and detect fraud or crime.
- to process relevant financial transactions including grants and payments for goods and services supplied to the Council
- where necessary to protect individuals from harm or injury.
- to allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for monitoring purposes.

INFORMATION SHARING

We may need to pass your information to third parties that provide services you are interested in or in order to conduct the council's requires services and responsibilities. These providers are obliged to keep your details securely and use them only to fulfil your request. Third parties are responsible to you directly for the manner in which they process and protect your personal data.

If we wish to pass your sensitive or confidential information onto a third party, we will only do so once we have obtained your consent, unless we are legally required to do so. We may disclose information to other partners where it is necessary, either to comply with a legal obligation, or where permitted under the Data Protection Act.

Where we need to disclose sensitive or confidential information to other partners, we will do so only with your prior explicit consent or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

We will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our IT 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.

INFORMATION SECURITY

Wetherby Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant procedures.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted or shredded.

CHILDREN

We will not process any data relating to a child (a person under the age of 13) without the express parental / guardian consent of the child concerned.

YOUR RIGHTS

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact admin@wetherby.co.uk

Information Deletion

If you wish Wetherby Town Council to delete the information about you, please contact admin@wetherby.co.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object, please contact us

Rights Relation to Automated Decision Making and Profiling

Wetherby Town Council does not use automated decision making or profiling of personal data.

TO SUM UP

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We review our privacy policy at least annually to keep it up to date in protecting your data.

COMPLAINTS

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to our Data Protection Officer (Mrs Dianne Rickaby – clerk@wetherby.co.uk) or to the Information Commissioners Office via their live chat or by Telephone: 0303 123 1113

This notice was prepared by Dianne Rickaby, Clerk to the Town Council.

Signed: ....

Signature redacted.
Original can be viewed in the Town Council offices, Wetherby Town Hall.

Dated: ..... 12/5/26 .....

This notice was adopted by the Town Council at its meeting held on 12th May 2026:

Signed:

Signature redacted.
Original can be viewed in the Town Council offices, Wetherby Town Hall.

Councillor Connor Mulhall, Mayor of Wetherby

Dated: ..... 12/05/2026 .....

This Notice was subsequently reviewed, and approved without amendment by the Town Council on:

Date:	**Signed by Chairman:**