



Privacy Notice

What is our lawful basis for processing this data

Consent

What data do we collect

For Adults: Adult's names and photos

For children: Parent's name and photos and names of children

Why do we need it and what do we do with it

We ask adults or those with parental responsibility of the children for consent (where the child is under 16 years of age) to share the images on our promotional material, at our venues and events, newsletters and on our social media pages (website, Facebook and Twitter), and occasionally with the Press.

How long do we keep it

From the date the image was received by us + 1 year

Who we share this information with and why

We share this information with the local press for promoting our events and activities.

Other than this, we do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

What are your rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

Contact information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Identity of data controller: Chippenham Town Council

Postal address: The Town Hall, High Street Chippenham, Wiltshire, SN15 3ER

Email: enquiries@chippenham.gov.uk

Phone: +44 (0) 1249 446699

Our Data Protection Officer is Omnigov Limited and you can contact them at

dpo@chippenham.gov.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

Phone: 0303 123 1113