



# CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

## Youth Council Privacy Notice

### Data Controller

Chippenham Town Council is the Data Controller for the information that is processed for this purpose.

### Legal Basis

We process personal data under article 6(1)(f) of the GDPR, legitimate interests except where photography or footage may be used in publicity or local media, we will seek your consent under article 6(1)(a) of the GDPR for this purpose.

### What Data Do We Collect

Name, address, telephone number and email address. Video and photographic footage will be captured.

### How We Process Your Personal Data

We will only contact you via a means that you wish to be contacted to inform you of the Youth Council.

### Sharing Your Data

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. 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.
4. 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;
5. 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.

### How Long Do We Keep Your Data For

For 3 years from the date the records were first created, or from when consent was last provided, whichever is later.

### Contact Information

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

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

Email: [enquiries@chippenham.gov.uk](mailto:enquiries@chippenham.gov.uk)

Phone: +44 (0) 1249 446699

Our Data Protection Officer is One West and you can contact them at

[dpo@chippenham.gov.uk](mailto:dpo@chippenham.gov.uk)

### Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at [dpo@chippenham.gov.uk](mailto:dpo@chippenham.gov.uk).

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](mailto:casework@ico.org.uk)

Phone: 0303 123 1113