



HARPENDEN TOWN COUNCIL

CLOSER TO THE COMMUNITY



Children's GDPR Privacy Notice

What's this about?

Harpenden Town Council collects and uses information of all kinds, for different legal reasons. It is the duty of the Town Council to make sure that this information is kept safe so that no one else can see it without your permission.

What information do we collect?

This information could be anything like your address, date of birth, phone number, or even photographs used for display boards or on the Town Council's website. Using photographs of you counts as processing your personal data and so before we take or use any photographs we will ask you, if you are old enough, or a parent/guardian if you are not, to give permission for us to take and use pictures of you. We might use your photographs on display boards on the Town Council's website or in our Forum newsletter.

The law tells us that it is the Town Council's duty to ensure that, if you are under 16 years of age, you have obtained your parents or guardians approval for us to store your information for the purposes for which it was requested.

This notice lets you know what information we receive and what we do with it.

In this notice, you will see different names or terms used that you may not know or understand, such as:

Data Controller: This person (or group of people, like a Council) is in charge of the information that we collect

Data Processor: This person looks after the information for the Data Controller

Data Protection Officer (DPO): This person makes sure we do everything the law says. The Council's DPO is the Town Clerk, Mr Carl Cheevers.

Personal data: This means any information that can be used to identify someone, such as your address and date of birth etc.

Who looks after your information?

The Town Council is the data controller of the personal information that you give us and is in charge of all information. The staff are the data processors who look after the information. We don't share your information with anyone else, unless you or your parents/guardians have given us permission to do so and we make sure that it is protected from access by other people, ensuring also that it doesn't get lost or damaged.



Why do we collect and use your information?

When we have collected your information, here's how we use it:

- To get in touch with you and your parents when we need to
- To enter you into our competitions
- To arrange for judging of competitions
- To give you feedback on the competition results
- To invite you to Harpenden Town Council events

How long will we keep your information?

We keep records saying why we keep your information and how long we are going to keep it for. We don't keep it forever, so when it is no longer needed, we delete it from our IT systems and shred any paper information we may also have.

Do you have to give us your information?

You will need to give us some information as we will need it for the reasons that have been detailed above, but there is some information that you can choose whether to let us have it or not.

When we ask for information that you don't have to give us, we will ask for your permission, or your parents/guardians permission if you are under the age of 16, and let you know why we want it and what we will do with it. If you don't want us to have the information, that will be your choice.

How long will we keep the information?

We don't keep your information forever, only for as long as we need to keep it to help us do the job that we needed it for. We have a policy that tells us when to keep it and when to get rid of it.

Will your information be shared?

We won't share your information with anyone else without your permission, or your parents/guardians permission if your are under the age of 16, unless the law tells us we have to.

Your parents/guardians can ask us to only share your name and nothing else by sending an email or letter to the Town Council office. When you are 16, it is up to you to decide what information you want to share.

What are your rights?

You and your parents/guardians have these rights:

- To be told how we use your information
- To ask to see the information we hold
- To ask us to change any information which you think is wrong
- To ask us to remove your information when it is not needed anymore
- To ask us to only use your information in certain ways
- To tell us that you don't want your information to be processed/used

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you are worried about how we get and use your information, you can speak to our Town Clerk, Mr Carl Cheevers. He will be able to answer any questions that you have. If you want to speak to somebody different who doesn't work at the Town Council, you can call the people who look after the information. They are the Information Commissioners Office (ICO) Tel : 0303 123 1113.

Four important things to understand:

Now that you have read this, we hope that you understand that:

- We will ask your permission to get and use your information to help us do our job
- We may share your information with others, but only when we really need to
- We will ask for your permission to share your information whenever you have a choice
- You can change your mind and tell us to delete, stop using or not to share your information, even when you have said yes before



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