



INTRODUCTION

This is a statement to inform you about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.

We regret that if there are one or more points below that you are not happy with us holding, we may have obligations or other reasons to hold the data under UK law.

We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.

We undertake to preserve the confidentiality of all information that you provide to Andover Town Council, except where our business needs as outlined below all for us to share the data.

Our processes comply with UK law, including that required by the GDPR.

The law requires us to tell you about your rights and our obligations to you in regard to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.

Except as set out in below, we do not share, sell or disclose any personal data to any other organisation or third party.

HOW DATA IS HELD

Data is held in either on our internal database and finance system, “Edge” or in our Office 365 applications, including Outlook, Word and Excel. Bank account details are additionally held with our bank.

We use the data to send you Emails, Newsletters, Yearly Invoices, Receipts, Follow-Up letters, Responses to queries or official Notices.

Paper files are held for Tenancy Agreements, which are held for 6 years after the expiry of the agreement. We intend to phase out paper copies wherever possible.

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

BASIS FOR PROCESSING INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined basis, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.



THERE ARE SIX REASONS TO HOLD PERSONAL DATA

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

(b) 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.

(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

(d) Vital interests: the processing is necessary to protect someone’s life.

(e) 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.

(f) 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. (This cannot apply if you are a public authority processing data to perform your official tasks.)

DATA HELD BY THE COUNCIL

	Officers / Employees	Councillors	Allotment Plot Holders	Email enquiries	Phone Enquiries	Contractors	other Councils' Officers	Allotment Wardens	Grant Applicants	Volunteers
Title	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Address	✓	✓	✓	*	*	✓		✓	✓	✓
D.o.B.	✓	✓								✓
Home phone	✓	✓	✓	*	✓	*		✓	✓	✓
Mobile phone	✓	✓	✓	*	✓	✓	✓	✓	✓	✓
Email (personal)	✓	✓	✓	✓	*	*		✓	✓	✓
Pecuniary Interests	✓	✓								
Bank Account	✓	ⓘ	ⓘ			✓		ⓘ	ⓘ	ⓘ
N.I. no.	✓									
Tax Code	✓									
Salary details	✓									
Health issues *	*	*	*							*
* = Only where you have volunteered this information to us, and we believe the details are relevant to your interactions with the Council										
ⓘ = only occasionally required to pay expenses.										



DATA THAT IS SHARED

TYPES OF DATA	Officers / Employees	Councillors	Allotment Plot Holders	Email enquiries	Phone Enquiries	Contractors	other Councils' Officers	Allotment Wardens	Grant Applicants	Volunteers
Title	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Address	✓	✓		ⓘ	ⓘ	✓				
D.o.B.	✓	✓								
Home phone	✓	✓	✓	✓	✓	ⓘ				
Mobile phone	✓	✓	✓	ⓘ	✓	✓	✓	✓	✓	✓
Email (personal)	✓	✓	✓	✓	ⓘ	ⓘ		✓	✓	✓
Pecuniary Interests	✓	✓								
Bank Account	✓	ⓘ	ⓘ			✓		ⓘ	ⓘ	ⓘ
N.I. no.	✓									
Tax Code	✓									
Salary details	✓									
Health issues *	ⓘ	ⓘ	ⓘ							ⓘ

* = Only where you have volunteered this information to us, special arrangements need to be made to prevent discrimination on the grounds of disability, or to support you using Council facilities.

ⓘ = only very occasionally shared and only when strictly necessary. You will be informed when this happens.

CHECK WHO WE SHARE YOUR DATA WITH:

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Allotment Wardens	7	Contractors	12
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WHO WE SHARE YOUR DATA WITH

OFFICERS & EMPLOYEES	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Address	✓	✓	✓	✓						
D.o.B.	✓	✓	✓	✓						
Home phone	✓	✓					✓			
Mobile phone	✓			✓		✓	✓	✓	✓	✓
Email (personal)		✓								
Pecuniary Interests						✓	✓		✓	
Bank Account	✓		✓	✓		#	⚡			
N.I. no.	✓	✓	✓	✓						
Tax Code	✓		✓	✓						
Salary details	✓	✓	✓	✓						
Health issues *					ⓘ	ⓘ	ⓘ			

= only 2 Councillors responsible for authorising payments.

ⓘ = only when strictly necessary to prevent discrimination, or to provide extra assistance.

⚡ = only the Town Clerk, and Committee Officer to pay salary & expenses.

N.B.: Remember that “Sharing” includes allowing (or not preventing) someone from seeing data, as well as actively showing them the data.



WHO WE SHARE YOUR DATA WITH

COUNCILLORS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓	✓	✓	✓	✓	✓	✓
Address				✓		✓	✓		✓	
D.o.B.				✓						
Home phone							✓			
Mobile phone				✓		✓	✓	✓	✓	✓
Email (personal)										
Pecuniary Interests						✓	✓		✓	
Bank Account				✓		#	⚡			
N.I. no.										
Tax Code										
Salary details										
Health issues *					ⓘ	ⓘ	ⓘ			

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WHO WE SHARE YOUR DATA WITH

ALLOTMENT PLOT HOLDERS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓		✓	✓	✓		
Address				✓						
D.o.B.				✓						
Home phone							✓	✓		
Mobile phone				✓		✓	✓	✓		
Email (personal)								✓		
Pecuniary Interests										
Bank Account				✓		#	⚡			
N.I. no.										
Tax Code										
Salary details										
Health issues *						ⓘ	ⓘ			

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WHO WE SHARE YOUR DATA WITH

ALLOTMENT WARDENS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓	✓	✓	✓	✓	✓	
Address				✓			✓			
D.o.B.				✓			✓			
Home phone							✓			
Mobile phone				✓		✓	✓	✓	✓	
Email (personal)				✓		✓	✓	✓		
Pecuniary Interests										
Bank Account				✓		#	⚡			
N.I. no.										
Tax Code										
Salary details										
Health issues *					ⓘ	ⓘ	ⓘ			

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WHO WE SHARE YOUR DATA WITH

VOLUNTEERS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓	✓	✓	✓	✓	✓	✓
Address				✓						
D.o.B.				✓						
Home phone							✓			
Mobile phone				✓		✓	✓	✓	✓	✓
Email (personal)				✓		✓	✓			✓
Pecuniary Interests										
Bank Account				✓		#	⚡			
N.I. no.										
Tax Code										
Salary details										
Health issues *					ⓘ	ⓘ	ⓘ			
<p># = only 2 Councillors responsible for authorising payments.</p> <p>ⓘ = only when strictly necessary to prevent discrimination, or to provide extra assistance.</p> <p>⚡ = only the Town Clerk, and Committee Officer to pay salary & expenses.</p>										

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WHO WE SHARE YOUR DATA WITH

EMAIL ENQUIRIES	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓		✓	✓	✓		
Address										
D.o.B.										
Home phone							✓			
Mobile phone				✓			✓	✓		
Email (personal)				✓			✓	✓		
Pecuniary Interests										
Bank Account										
N.I. no.										
Tax Code										
Salary details										
Health issues *					ⓘ	ⓘ	ⓘ			
<p># = only 2 Councillors responsible for authorising payments.</p> <p>ⓘ = only when strictly necessary to prevent discrimination, or to provide extra assistance.</p> <p>⚡ = only the Town Clerk, and Committee Officer to pay salary & expenses.</p>										

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WHO WE SHARE YOUR DATA WITH

PHONE ENQUIRIES	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓		✓	✓	✓		
Address				✓						
D.o.B.										
Home phone				✓			✓			
Mobile phone				✓		✓	✓	✓		
Email (personal)				✓						
Pecuniary Interests										
Bank Account										
N.I. no.										
Tax Code										
Salary details										
Health issues *					ⓘ	ⓘ	ⓘ			

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WHO WE SHARE YOUR DATA WITH

GRANT APPLICANTS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name					✓	✓	✓		✓	
Address										
D.o.B.										
Home phone							✓			
Mobile phone						✓	✓		✓	
Email (personal)										
Pecuniary Interests									✓	
Bank Account						#	⚡			
N.I. no.										
Tax Code										
Salary details										
Health issues *					ⓘ	ⓘ	ⓘ			

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WHO WE SHARE YOUR DATA WITH

CONTRACTORS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name	✓			✓		✓	✓	✓	✓	✓
Address	✓			✓						
D.o.B.										
Home phone										
Mobile phone				✓		✓	✓	✓	✓	✓
Email (personal)										
Pecuniary Interests										
Bank Account				✓		#	⚡			
N.I. no.				✓						
Tax Code				✓						
Salary details				✓						
Health issues *					ⓘ	ⓘ	ⓘ			

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WHO WE SHARE YOUR DATA WITH

OTHER COUNCILS' OFFICERS	HMRC	Pension Provider	Payroll Contractor	Internal Auditor	Insurers	Councillors	Staff / Employees	Allotment Wardens	The Public	Volunteers
Title & Name				✓		✓	✓		✓	✓
Address										
D.o.B.										
Home phone										
Mobile phone				✓		✓	✓		✓	✓
Email (personal)										
Pecuniary Interests										
Bank Account										
N.I. no.										
Tax Code										
Salary details										
Health issues *					ⓘ	ⓘ	ⓘ			

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POLICIES OR PROCESSES TO BE READ IN CONJUNCTION WITH THIS DOCUMENT

- ATC Data Protection Policy
- ATC Data Protection Scheme
- ATC Publication Scheme

FURTHER ASSISTANCE

For details of our other Policies, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 38 Chantry Way, Chantry House, Andover, Hampshire, SP10 1LS.