



ANDOVER TOWN COUNCIL

PUBLICATION POLICY – 2019 (March 2019)

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The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION

- This is a statement to inform you of our policy 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 have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. 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.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.

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- The law requires us to tell you about your rights and our obligations to you in regards 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 our GDPR policies (which can be found at www.andover-tc.gov.uk) we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined bases, 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.

ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.

Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).

EMAILS & WEBSITES

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.

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

1. Introduction

This publication scheme commits Andover Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Town Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information which is held by the Town Council and falls within the classifications below
- To specify the information which is held by the Town Council and falls within the classification below



- To proactively publish or otherwise make available as a matter of routine, information, in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the Town Council makes available under the scheme
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

2. Classes of Information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or it otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in active storage, or is difficult to access for similar reasons



3. The method by which information published under this scheme will be made available

The Town Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Town Council, information will be provided on the website. Where it is impractical to make information available on the website or when an individual does not wish to access the information by the website, the Town Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Town Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



6. Document Information

Title:	Publication Policy
Status:	2 nd Draft
Version:	14 March 2019
Consultation:	Policy & Resources Committee
Approved by:	Council
Approval Date:	14 March 2019
Review Frequency:	Every three years or if change occurs
Next Review:	March 2022

7. Document Control

Date	Version	Description	Sections Affected	Approved by
Jun 2010	1	1 st Draft	All	Full Council
Mar 2019	2	2 nd Draft	All	Full Council

Disclaimer:

A printed version may not be the current version.

A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.



APPENDIX 1

Publication Scheme

<i>Information to be published</i>	<i>How the information can be obtained</i>
<p>Class 1 – who we are and what we do</p> <p>Local Council created 1st April 2010</p> <p>Town Clerk: W Coulter 68b High Street, Andover, Hant SP10 1NG Email: townclerk@andovertc.co.uk</p> <p>As 27th May 2010, 19 Councillors elected every 4 years. As of 2 May 2019, 16 Councillors elected every 4 years.</p>	Website
Who's who on the Council and its Committees	Website
Contact details for Town Clerk and Council Members (named contacts where possible with telephone and email address (if used))	Website
Location of main Council office and accessibility details	Website
Staffing Structure	Website
Class 2 – What we spend and how we spend it	
Annual Governance and Accountability Return (AGAR)	Website
Finalised Budget	Website
Precept	Website
Financial Regulations	Website
Standing Orders	Website
Grants given and received	Website (within accounts)
List of current contracts awarded and value of contract	Website
Members' allowances and expenses	N/A – The Town Council Members do not receive allowances.
Class 3 - What our priorities are and how we are doing	
Business Plan	Website
Annual Report	Website
Class 4 – How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website



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Agendas of meetings	Website, notice board, email
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting	Website
Reports presented to Council meetings – this will exclude information that is properly regarded as private to the meeting	Website
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	Website
Class 5 – Our Policies and Procedures	
Policies and procedures for the conduct of Council meetings	Website
Procedural standing orders	Website
Delegated authority in respect of officers	Website
Code of Conduct	Website
Policy statements	Website
Policies and procedures for the provision of services and about the employment of staff	Website
Internal policies relating to the delivery of services	Website
Equality and diversity policy	Website
Health and safety policy	Website
Recruitment policies (including current vacancies)	Website
Policies and procedures for handling requests for information	Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website
Information security policy	Website
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Class 6 – Lists and Registers	
Assets Register	Available for inspection
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice but may not be held by parish councils)	Available for inspection
Register of Members' interests	Website
Register of Gifts and Hospitality	Available for Inspection
Class 7 – The services we offer	
Allotments	Information on website
Christmas Lights	Website
Events	Website

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Agency agreements (when available)	Website
Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Website

APPENDIX 2

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black and white)	Actual cost. A4 single sheet
	Photocopying @ 10p per sheet (Colour)	Actual cost. A4 single sheet
	Postage	Actual cost of Royal Mail standard 2 nd class.