



BRACKLEY TOWN COUNCIL

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# Data Protection Policy

## UK GDPR

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## **What is this policy for?**

Brackley Town Council is the controller for the personal data it holds. This policy explains how the Council collects, uses, stores and protects personal information, and sets out the rights available to individuals whose data we process. It is written in line with the UK General Data Protection Regulation, the Data Protection Act 2018, and the transparency standards the ICO expects for privacy information. Where the Council uses cookies or similar technologies on its website or other online services, the Privacy and Electronic Communications Regulations also apply, so this policy should be read alongside the Council's website privacy and cookie information.

## **Your Personal Data**

Personal data is information that relates to an identified or identifiable person. Brackley Town Council only collects the information it needs for council business. This may include names, addresses, email addresses, telephone numbers, organisation names, payment details, and limited staff or councillor records. In some cases the Council may also hold special category data, such as health information. Special category data can only be processed where the Council has both a lawful basis under Article 6 and a separate condition under Article 9 of the UK GDPR and the Data Protection Act 2018, for example explicit consent or a relevant condition in law.

The Council uses personal data to respond to enquiries, provide services, maintain records and meet legal duties. For the Council's public functions, the main lawful bases are legal obligation, public task and contract. Public task covers processing that is necessary for a task carried out in the public interest or in the exercise of official authority. Legitimate interests is not used for processing that forms part of the Council's public authority tasks, although it can be used where the processing falls outside those tasks and is otherwise appropriate. Consent is only relied on when no other lawful basis is suitable. The Council does not use personal data for automated decision making or profiling.

## **Other Data Controllers the Council Works With**

The Council may share personal data with other organisations where this is necessary to provide a service or comply with the law. This may include county councils, emergency services, contractors, charities or community groups. In data protection law, controllers decide the purposes and means of processing, processors act on behalf of controllers, and joint controllers decide those matters together. Where the Council uses a contractor to process data on its behalf, the Council will use appropriate agreements and security arrangements. Where we use IT services or partners, your data may be processed on servers located outside the UK. We ensure that any transfers are conducted in accordance with UK GDPR, with appropriate safeguards in place to protect your personal data.

## **Your Personal Data Security**

The Council uses appropriate technical and organisational measures to protect personal data. This includes restricting access to authorised staff and councillors, using password protected systems, keeping paper records secure, and providing data protection training. The UK GDPR requires personal data to be processed securely, and the measures used must be proportionate to the nature of the data, the risks involved and the processing being carried out.

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The Council keeps personal data only for as long as it is needed for the purpose for which it was collected. It does not keep information on a just in case basis. Records are reviewed, and data is deleted or anonymised when no longer needed, subject to any legal or statutory retention requirement. Full retention periods are set out in the Council's Document Retention Policy.

## **Your Rights**

Under UK GDPR, you have the right to be informed about how your data is used, the right of access, the right to rectification, the right to restrict processing in certain circumstances, the right to object in certain circumstances, and the right to complain to the ICO. The right to erasure is not absolute and only applies in certain situations. The right to data portability only applies to personal data you have provided, held electronically, and where the Council is relying on consent or contract. Where processing is based on public task, some rights, including erasure and portability, may not apply.

You also have the right to object to processing in certain circumstances, including where processing is based on public task or legitimate interests. In some cases the Council may continue if it can show compelling grounds, but direct marketing can always be objected to. The Council does not use your personal data for direct marketing unless it has a lawful basis to do so.

## **Access to Information**

You can request access to your personal data by contacting the Town Clerk or Data Protection Officer at [town.clerk@brackleynorthants-tc.gov.uk](mailto:town.clerk@brackleynorthants-tc.gov.uk), or [comms@brackleynorthants-tc.gov.uk](mailto:comms@brackleynorthants-tc.gov.uk), by phone on 01280 702 441, or by post at 20 High Street, Brackley, NN13 7DS. Requests should be made in writing and proof of identity will be required. We will normally respond within one month.

## **Personal Information Correction**

If you believe any personal data the Council holds about you is inaccurate or incomplete, please contact the Town Clerk or Data Protection Officer so that the matter can be reviewed. The right to rectification applies where information is wrong or needs completing, and requests can be made verbally or in writing. Where we process your personal data based on your consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing carried out before you withdrew consent.

## **Information Deletion**

You can ask for your personal data to be deleted where the right to erasure applies, but that right is not absolute. The Council may need to keep records where the law requires it, where the data is still needed for a council function, or where another lawful basis applies.

## **Website and Cookies**

This policy does not cover the Council's website cookies in detail. Cookies and similar technologies are governed by PECR, which generally requires the Council to tell users that such technologies are being used, explain what they do and why, and obtain consent unless the

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cookie is strictly necessary for the service the user has requested. The Council's website privacy and cookie information should therefore be read alongside this policy. The Council will also aim to make online content and services accessible in line with its Accessibility Statement and WCAG 2.2, which W3C published as a Recommendation in 2023 and which was later approved as ISO/IEC 40500:2025. Any exemptions or limitations will be explained in the Accessibility Statement.

## **Complaints**

If you believe your personal data has not been handled correctly, or that it has been processed for a purpose other than the one for which it was collected, please contact the Town Clerk or Data Protection Officer, by phone, email or in writing. You also have the right to complain to the ICO: <https://ico.org.uk/>, ICO helpline 0303 123 1113, or via post at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

## **Related Policies and Procedures**

- Website privacy policy
- Accessibility Statement
- Code of Conduct
- Complaints Procedure
- Document Retention Policy
- FOI Publication Scheme
- Subject Access Request Policy
- Communications Policy
- IT Policy
- Website Cookies Policy