

BLAENHONDDAN COMMUNITY COUNCIL

PRIVACY NOTICE

The Council is a data controller in accordance with the Data Protection Act 2018. This notice provides details of the information that we collect from you when you contact us, what we do with it and who it might be shared with.

What information do we collect from you?

When you contact us, for whatever reason, we will collect your name, and contact details including home, email addresses and telephone number(s). We may also collect your bank details if you need to pay us any fees and choose to pay us by BACS credit.

Why do we collect this information?

Your name and other identifying particulars are requested so that we can deal with you effectively and efficiently in providing our services. We may register this information electronically for the required purpose, and may share it, where appropriate with relevant members of staff.

Who might we share this information with?

The Council will not share any of the information that it holds about you with any third party, unless you have given your written consent, or if otherwise this is permitted by law.

What do we do with your information?

The information that you have provided will be held by the Council and will only be accessed by authorised Council employees. We will only use the information that you have provided for the purpose of dealing with the service you have requested or the enquiry that you have made. We will not use it for any other Council purpose, unless we have your consent, or this is provided by law.

How long do we keep hold of your information?

The Council will keep hold of your information for as long as necessary to deliver the service and./or to deal with your enquiry. We may retain the information for future use where this is appropriate.

How can I access the information you hold about me?

By making a Subject Access Request by writing to the Clerk to the Council, Blaenhonddan Community Council, Council Office, Cadoxton Community Centre, Cwmbach Road, Cadoxton, Neath SA10 8AR. You also have the right to complain to the Information Commissioner's Office as it can investigate compliance with data protection law: www.ico.org.uk

Other Privacy Notices

The Council has bespoke privacy notices relating to community centre hire, leases and licences, allotments and staff, which are available on request. It also has a privacy policy in respect of its website at <https://www.blaenhonddan-wcc.gov.uk/privacy-policy/>