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## PRIVACY NOTICE

**Date of adoption 28<sup>th</sup> April 2026**

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This notice applies to all Councillors and staff of Tickhill Town Council and relates to any data which the Council may hold and need to share with other data controllers, such as local and public authorities, government agencies, such as HMRC, and other bodies, such as payroll services suppliers in order to perform our duties and responsibilities.

Such data will be used lawfully, fairly and in a transparent way and only for valid purposes in connection with the activities of the Council and in order to fulfil the responsibilities of the Council. Our data will only be shared with our consent and will be kept up to date. Such data will be securely destroyed once there is no further need for it to be retained.

The data we may process includes names, titles, photographs, telephone numbers, addresses, email addresses, and other personal data as relevant. In the case of the Clerk and other members of staff, this may include National Insurance number, pay records, tax contributions etc, recruitment documentation, and any other information relevant to the employment of the Clerk.

In the case of members of staff, the data may include sensitive personal data, which will be protected in the same manner as all other data. All data in respect of councillors and members of staff will only be kept for as long as it is relevant or required by agencies such as HMRC.

Councillors and members of staff have certain rights with respect to data held by us:

- At any point the Council can be contacted to request what personal data we hold and why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received such a request we will respond within one month. There is normally no charge for such a request.
- If there are any changes to your personal data, it will be updated.
- Councillors/members of staff may request that personal data be destroyed if it is felt that we should no longer hold it. We will then destroy it, unless there is a valid legal reason why it should be retained.
- If there is a need to make a complaint about the Council's keeping or handling of personal data, this can be done by contacting the Information Commissioners Office on 0303 123 1113, by post to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or via email at <https://ico.org.uk/global/contact-us/email/>.

Date issue: April 2026

Review Date: As legislation changes.