

Contractor's Privacy Policy

At the Llanfrynach Community Council, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect information about our contractors, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes.

Any questions regarding this Policy and our privacy practices please write to the Chairman.

Who are we?

Llanfrynach Community Council is a voluntary organisation set up by Statute by the Local authority Local Government Act 1972 as amended by the Local Government (Wales) Act 1994 and who may be contacted through the Clerk to the Council.

How we collect your information

The Council collects information from you via a variety of sources, including when you contact the Community Council when you call, write, e-mail or meet with us or respond to an advertisement. We may collect information when you use our website.

We may also take photographs at our events, at our property and in our communities to use for general marketing and publicity. However, photographs of individuals will only be used for those purposes with your consent.

What information we collect about you

The information we get from contractors includes:

- Name, company name and contact details (phone, e-mail or correspondence address).
- VAT registration number where relevant.

What processing we do with information collected

The information we need from you is used to communicate with you and in communication with our Auditors or Government.

The processing activities we conduct can be summarised as:

- Managing our communications with you; and
- Complying with relevant legislation and regulation.

The Council operates a range of information and communications systems and technologies for efficient operation of the business. Personal information is stored and managed within those systems which are maintained to achieve a high level of confidentiality, integrity and availability including following best practice cyber security standards.

How we will communicate with you

The Council needs to communicate with contractors and this will usually be in person, in writing, email or by telephone.

Who we share data with and how long we keep information

The Council may need to share personal information with government departments and agencies, with our regulator and auditors or with other organisations and agencies where we are legally allowed to do so.

Your data will be kept as long as the Community Council wishes to keep the details or when you ask to be removed from the records.

What we will not do

We will not send you unsolicited marketing material. We will not sell your personal data on to third parties.

We will not pass on your personal data to unrelated third parties unless we are allowed or required to do so by law or we have your explicit permission to do that.

We will not transfer or store your personal data outside of Europe (the European Economic Area) outside of the control of the UK / European regulations.

Your rights, the right to complain and the ICO

You have the right to request a copy of the data we hold about you. If you wish to request access to any of your personal data please complete a Subject Access Request form. We will respond within a month of making a request.

It will always help if you can be as specific about what personal data you want to see, what it relates to and within what timeframe, as that will assist our search.

You have the right to correct information that we hold. Please advise us of any changes or corrections by contacting the Chairman. You may withdraw your consent to use any information that was previously provided with your consent. Please advise us if you wish to withdraw any consent previously given to us].

You also have other rights which can be seen by visiting the Information Commissioner's Office (ICO) website and reading about Data Protection law at <https://ico.org.uk/>.

You have the right to complain about any matter relating to our service, including how we use your personal data. In the first instance please refer to our complaints policy.

If you wish to complain about our use of your personal data you may complain to the UK Information Commissioner's Office (ICO) at <https://ico.org.uk/>.

Changes to our Contractor's Privacy Notice

Our Contractor's Privacy Notice is regularly kept up to date and this version was updated on 20th September 2018.