

# RAMSEY TOWN COUNCIL

You are hereby summoned to attend a meeting of Ramsey Town Council to be held on **Thursday 14 June 2018 at 7.00pm at 7 Church Green, Ramsey**, when the following items of business will be transacted: -

**Please ensure all mobile phones are switched off or turned to silent during the meeting.**

## A G E N D A

### APOLOGIES FOR ABSENCE

#### 1. DECLARATIONS OF INTEREST

To receive declarations from Members as to disclosable pecuniary and other interests and the nature of those interests in relation to any agenda item.

#### 2. PUBLIC PARTICIPATION

To allow 20 minutes for any members of the public to address the Council.

#### 3. MINUTES

To approve as a correct record, the Minutes of the meeting of the Council held on 10 May 2018, copy attached.

#### 4. PLANNING APPLICATIONS

**1.1 – 18/00262/FUL** – General purpose storage building – Long Drove Farm, Hollow Road, Ramsey Forty Foot.

**1.2 – 18/00821/HHFUL** – Two storey extension, new porch and sand/cement render to whole dwelling – 10 Biggin Lane, Ramsey.

**1.3 – 18/00545/HHFUL** – Demolition of existing garage and construction of side and rear extension to create disabled living, sleeping and bathing areas – 57 Park Road, Ramsey.

**1.4 – 18/00877/HHFUL** – First floor side extension – 3 Brickyard Cottage, Hollow Road, Ramsey Forty Foot.

**1.5 – 18/00710/FUL** – Proposed change of use from barber shop (A1) to two flats (C3) – 90 High Street, Ramsey.

**1.6 – 18/00830/HHFUL** – Proposed single storey kitchen, shower room and study – 16 Herne Road, Ramsey St Marys.

**1.7 – 18/00916/REM** – Approval of reserved matters on land subject to outline permission 1401852OUT for 90 dwellings, including access, open space, green infrastructure, landscaping and associated infrastructure including sustainable urban drainage features – plot substitution. – Land at junction of Field Road and Blenheim Road, Ramsey.

**1.8 – 18/00900/HHFUL** – 4 proposed single storey extensions, a bedroom and porch extension to the north elevation, a utility extension to the east and a conservatory extension to the west – Frierly, 6 Marriotts Drove, Ramsey Mereside.

**1.9 – 18/00948/FUL** – Removal of flat roofed extension and replace with a new build pitched roof extension along with internal alterations to the existing retained property, creation of new car parking and landscaped gardens to form care home (use Class C2) for residents requiring nursing, dementia and residential care. – Westward House, Bury Road, Ramsey.

**1.10 – 18/00957/HHFUL** – Single storey rear extension – 169 Herne Road, Ramsey St Marys.

## 5. GDPR

To adopt a Privacy Policy and Privacy Notices in accordance with the new General Data Protection Regulations – copies attached.

## 6. FINANCE ITEMS

- a) Bank reconciliation figures to 31/05/18 – copy to be forwarded.
- b) Financial Budget Comparison to 31/05/18 – copy to be forwarded.
- c) Cheque list to be tabled and approved.
- d) Request funding of £500 towards the Ram on the roundabout.
- e) Request funding for St Thomas a Becket Flower Festival – (£100 2017).
- f) Request from Ramsey Senior Citizens Club for donation toward Christmas Lunch (£500).

## 7. AMENITIES, HIGHWAYS, LEISURE AND CEMETERY ITEMS

## 8. REPRESENTATIVES ON OUTSIDE BODIES

## 9. TOWN MAYOR'S AND CLERK'S CORRESPONDENCE

- a) Police report - to be tabled.
- b) Ramsey In Bloom - thank you letter.

## 10. ATTENDANCES AT MEETINGS AND ORGANISATIONS

## 11. TOWN MAYOR'S ANNOUNCEMENTS

## 12. MEETING DATES

The next meeting of Ramsey Town Council will take place on 12 July 2018 at 7pm.

Gary Cook

8 June 2018



Town Clerk

**The press and public are welcome to attend.**

### Notes

#### A. Disclosable Pecuniary Interests

(1) Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.

(2) A Member has a disclosable pecuniary interest if it

(a) relates to you, or

(b) is an interest of – (i) your spouse or civil partner; or (ii) a person with whom you are living as husband and wife; or (iii) a person with whom you are living as if you were civil partners and you are aware that the other person has an interest.

(3) Disclosable pecuniary interests include

(a) any employment or profession carried out for profit or gain;

- (b) any financial benefit received by the Member in respect of expenses incurred in carrying out his or her duties as a Member (except from the Council);*
- (c) any current contracts with the Council;*
- (d) any beneficial interest in land/property within the Council's area;*
- (e) any licence for a month or longer to occupy land in the Council's area;*
- (f) a beneficial interest (above the specified level) in the shares of anybody which has a place of business or land in the Council's area.*

*B. Other interests*

*(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest but may remain to discuss and vote.*

*(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where, (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would the majority of the council tax payers, rate payers or inhabitants of the electoral area for which you have been elected or otherwise of the Council's administrative area, or (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.*

## RAMSEY TOWN COUNCIL

### MINUTES OF RAMSEY TOWN COUNCIL ANNUAL MEETING held on Thursday 10 May 2018 at Ramsey Town Council, 7 Church Green, Ramsey.

**Present:** - Councillors R Brereton, R Brown, J Bufton, J Clarke, S Corney, Mrs A Costello (Deputy Mayor,) R Costello, D Darmody, H Edwards, T Lavender, D McIlwain (Mayor,) J Palmer, P Reeve, Mrs S Reeve, S Selby, E Welsh and Town Clerk, Gary Cook.

50. **Election of Town Mayor for 2018/19** – Cllr McIlwain welcomed members to the meeting. Cllr McIlwain was proposed by Cllr Mrs Costello and seconded by Cllr Edwards for the position of Mayor for a further year. There being no other nominations Cllr McIlwain was unanimously elected. He thanked everyone for giving him the honour of continuing to represent Ramsey.
51. **Election of Deputy Mayor for 2018/19** – Cllr McIlwain nominated Cllr Corney for the position of Deputy Mayor, seconded by Cllr P Reeve. There being no other nominations Cllr Corney was duly elected.
52. **Apologies for Absence** – Cllr Miss M Clarke.
53. **To Receive Declarations of Interest** – None.

It was **RESOLVED** to suspend the meeting to enable dialogue with members of the public with 1 abstention.

54. **Public Participation** – There were eight members of the public present. The proposal for the new community building at the cricket ground were outlined with Cllrs being informed that it was going to be put to public consultation on 25 May 2018. There was also to be a display at the Library on 4 June 2018. Two members of public were in attendance to listen to the debate on their planning application.

Unanimously **RESOLVED** to reconvene the meeting.

55. **Town Mayor's Announcements** – The Mayor thanked everyone for their continuing support whilst welcoming all the recently elected members to the Council.
56. **Minutes of the last Meeting to be Approved** - The Minutes of the meeting held on 22 March 2018 and 12 April 2018 were accepted as a true record and duly signed.
57. **Planning Applications for Consideration**  
**1.1 – 18/00628/HHFUL** – Proposed single storey extension including canopied roof to one end to form covered amenity area – 72b Great Whyte, Ramsey. Unanimously **APPROVED** no adverse impact on neighbouring properties.  
**1.2 – 18/00623/HHFUL** – Proposed front single and two storey extensions – 49 Mill Lane, Ramsey. Unanimously **APPROVED** no adverse impact on neighbouring properties.  
**1.3 – 18/00745/FUL** - Change of use from offices to four flats – 101 High Street, Ramsey. **REFUSED** by 10 votes with 3 in favour and 1 abstention. Proposal would have a detrimental impact on traffic generation and highway safety.  
**1.4 – 18/00711/HHFUL** – Proposed rear single storey motorcycle garage/store – Paraclete 10 Whytefield Road, Ramsey. Unanimously **APPROVED** no adverse impact on neighbouring properties.  
**1.5 – 18/00724/FUL** – Proposed erection of 2 dwellings – Land North of 180 Ugg Mere Court Road, Ramsey Heights. Unanimously **APPROVED**. It is felt that the development is within the village envelope and will not cause harm to the street scene nor visual impact.

**1.6 – 17/02196/FUL** – 5 Proposed flat units including change of use of part of existing office buildings to residential. Conversion of existing single shop unit to 2 shop units – 62 High Street, Ramsey. Unanimously **REFUSED**. The reduction in scale of the development still does not address concerns over traffic generation and parking concerns.

**1.7 – 18/00833/HHFUL** – Single storey extension, increase width of existing vehicular access – 336 Herne Road, Ramsey St. Mary's. **APPROVED** with 1 abstention no adverse impact on neighbouring properties.

**1.8 – 18/00713/FUL** – Erection of 1.5 storey dwelling – Gunton House, Daintree Road, Ramsey St. Mary's. Unanimously **APPROVED** no adverse impact on neighbouring properties nor the character of the area.

- 58. End of year accounts and annual governance statement** - The end of year accounts and annual governance statement were presented by the Town Clerk. These were unanimously **APPROVED** and duly signed off by the Mayor and Town Clerk.
- 59. Attendances at Meetings and Organisations** - None to report.
- 60. Town Council Representatives on External Organisations** – Deferred until June meeting.
- 61. Financial Matters** – The following direct debits, standing orders and cheques were unanimously approved.

**Direct Debits/Standing Orders**

Date	Payee	Desc	Amount
01-Apr	Abbots Ripton Farm	Office rent	430.00
16-Apr	HDC	Office rates	222.44
16-Apr	HDC	Cemetery rates	222.00
16-Apr	HDC	Toilet rates	114.00
17-Apr	British Gas	Office gas	70.00
23-Apr	Eon	Cemetery electric	18.00
23-Apr	BT	Office telephone	172.14
<b>Total</b>			<b>£ 1248.58</b>

**The following cheques are presented for approval**

No.	Payee	Desc	Amount
105515	Cambridge Water	Toilets	148.17
105516	CAPALC	Membership	855.75
105517	Camb's CC	Licence for roundabout	107.00
105518	Computer Network Services	Annual maintenance	52.80
105519	Ben Fryer	Tree work	1010.00
105520	Roy Parker Garden Services	Maintenance	303.75
105521	Playdale Playgrounds	Mereside nets	2071.21
105522	Ramsey Garden Club	Donation	60.00
105523	Andrew Moran	Sunnyside Jazz	325.00
105524	David Yardley	Internal audit	100.00
105525			1575.93
105526	HMRC	PAYE/NIC	508.03
105527			544.76
<b>Total</b>			<b>£ 7662.40</b>

Officers' 2018/2019 payscales – it was unanimously **AGREED** to implement a 2% wage increase as recommended by NALC.

Donation to Ramsey In Bloom – it was unanimously **AGREED** to make a donation of £600 and the committee be asked to give the Town Council some form of recognition.

- 62. Amenities, Highways, Leisure and Cemetery matters** – Battles Over Commemorations – 10/11 November 2018. The Clerk outlined events that other Towns were putting on and had spoken to the Rev. Darmody regarding ringing the Church bells a 7.05pm on the 11<sup>th</sup>. Unanimously **AGREED** to set up a steering group to look into other commemorations.

It was also **AGREED** to set up steering groups to look into aspects of both the Toilets and Cemetery.

- 63. Town Mayor's and Clerk's correspondence** – Mayor's Charity 2018/19 – The Mayor had decided on two charities, Little Miracles (Ramsey) and Ramsey Senior Citizens Lunch Club.

Police Report – Noted.

The Mayor asked for two items of urgent business to be considered.

- a) The Clerk outlined the insurance claim re Queen Mary Close and the insurer's response. It was unanimously **AGREED** to obtain an arboriculture report in respect of the trees.
- b) The Mayor outlined correspondence received from a member of public regarding a freedom of information request. Cllr Lavender asked if the Clerk was sure that the Town Council didn't hold the information requested to which the answer was that he had been unable to find the correspondence mentioned nor any record of it within the minutes. Due to the repetitive nature of the requests and disproportionate amount of staff time being taken it was proposed that it be treated as a persistent and/or vexatious complaint and that the individual be written to informing him that no further replies would be made to this particular request.

Cllr P Reeve called for a recorded vote: In favour Cllrs Brereton, Brown, Bufton, Clarke, Corney, Mrs A Costello, R Costello, Darmody, Edwards, Lavender, Palmer, Selby and Welsh. Against were Cllrs P Reeve and Mrs S Reeve.

- 64. Date of Next Meeting**  
Thursday 14 June 2018 at 7pm.

TownMayor

Date \_\_\_\_\_



**Ramsey Town Council**  
**7 Church Green**  
**Ramsey**  
**Cambs**  
**PE26 1DW**  
**Tel: 01487 814957**

## **PRIVACY POLICY**

### **When you Contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Council's Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

Ramsey Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Ramsey Town Council at any time).

### **Children**

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer:

??

Email:??

Tel: 01487 814957



**Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact us to request this.

**Information Deletion**

If you wish Ramsey Town Council to delete the information about you, please contact us to request this.

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact us to object.

**Rights Related to Automated Decision Making and Profiling**

Ramsey Town Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion:** In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policy to keep it up to date in protecting your data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Ramsey Town Council's Data Protection Officer: (??) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113



## GENERAL PRIVACY NOTICE

Your personal data – what is it?

**“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.**

Who are we?

**This Privacy Notice is provided to you by Ramsey Town Council which is the data controller for your data.**

Other data controllers the council works with:

- **[e.g. other data controllers, such as local authorities**
- **Community groups**
- **Charities**
- **Other not for profit entities**
- **Contractors**
- **Credit reference agencies**

**We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller. A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.**

The council will process some or all of the following personal data where necessary to perform its tasks:

- **Names, titles, and aliases, photographs;**
- **Contact details such as telephone numbers, addresses, and email addresses;**
- **Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;**
- **Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;**
- **The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of**

**injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.**

How we use sensitive personal data

- **We may process sensitive personal data including, as appropriate:**
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- **We may process special categories of personal data in the following circumstances:**
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- **Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.**

Do we need your consent to process your sensitive personal data?

- **In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.**

The council will comply with data protection law. This says that the personal data we hold about you must be:

- **Used lawfully, fairly and in a transparent way.**
- **Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.**
- **Relevant to the purposes we have told you about and limited only to those purposes.**
- **Accurate and kept up to date.**
- **Kept only as long as necessary for the purposes we have told you about.**
- **Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.**

We use your personal data for some or all of the following purposes:

- **To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;**
- **To confirm your identity to provide some services;**
- **To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);**
- **To help us to build up a picture of how we are performing;**
- **To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;**
- **To enable us to meet all legal and statutory obligations and powers including any delegated functions;**
- **To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;**
- **To promote the interests of the council;**
- **To maintain our own accounts and records;**
- **To seek your views, opinions or comments;**
- **To notify you of changes to our facilities, services, events and staff, councillors and other role holders;**
- **To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;**

- To process relevant financial transactions including grants and payments for goods and services supplied to the council
  - To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 1) *The right to access personal data we hold on you*
  - At any point you can contact us to request the personal data we hold on you as well as 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 your request we will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) *The right to correct and update the personal data we hold on you*
  - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) *The right to have your personal data erased*
  - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

- **When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).**
- 4) *The right to object to processing of your personal data or to restrict it to certain purposes only*
  - **You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.**
- 5) *The right to data portability*
  - **You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.**
- 6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*
  - **You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).**
- 7) *The right to lodge a complaint with the Information Commissioner's Office.*
  - **You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliff House, Water Lane, Wilmslow, Cheshire SK9 5AF.**

#### Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. **[Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].**

#### Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on [this web page](#) <http://www.ramseytowncouncil.gov.uk/>This Notice was last updated in February 2018.

#### Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Ramsey Town Council, 7 Church Green, Ramsey PE26 1DW Email: [ramseytc@ramseytowncouncil.org.uk](mailto:ramseytc@ramseytowncouncil.org.uk)

**RAMSEY TOWN COUNCIL  
PRIVACY NOTICE**

For staff\*, councillors and Role Holders\*\*

**\*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis**

**\*\*Includes, volunteers, contractors, agents, and other role holders within the council including former staff\*and former councillors. This also includes applicants or candidates for any of these roles.**

Your personal data – what is it?

**“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.**

Who are we?

**This Privacy Notice is provided to you by Ramsey Town Council which is the data controller for your data.**

The council works together with:

- **Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA**
- **Staff pension providers**
- **Former and prospective employers**
- **DBS services suppliers**
- **Payroll services providers**
- **Recruitment Agencies**
- **Credit reference agencies**

**We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.**

The council will comply with data protection law. This says that the personal data we hold about you must be:

- **Used lawfully, fairly and in a transparent way.**
- **Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.**
- **Relevant to the purposes we have told you about and limited only to those purposes.**
- **Accurate and kept up to date.**
- **Kept only as long as necessary for the purposes we have told you about.**
- **Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.**

What data do we process?

- **Names, titles, and aliases, photographs.**
- **Start date / leaving date**
- **Contact details such as telephone numbers, addresses, and email addresses.**
- **Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.**

- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

**Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.**

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.



Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- **We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:**
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- **We may process special categories of personal data in the following circumstances:**
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
  - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- **We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.**
- **In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.**
- **You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.**

#### Information about criminal convictions

- **We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.**
- **Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.**
- **[We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.] [Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.]**

#### What is the legal basis for processing your personal data?

**Some of our processing is necessary for compliance with a legal obligation.**

**We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.**

**We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.**

#### Sharing your personal data

**Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:**

- **Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;**
- **Other persons or organisations operating within local community.**
- **Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA**
- **Staff pension providers**
- **Former and prospective employers**
- **DBS services suppliers**
- **Payroll services providers**
- **Recruitment Agencies**
- **Credit reference agencies**
- **Professional advisors**
- **Trade unions or employee representatives**

#### How long do we keep your personal data?

**We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.**

#### Your responsibilities

**It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.**

#### Your rights in connection with personal data

**You have the following rights with respect to your personal data: -**

**When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.**

1. *The right to access personal data we hold on you*
  - **At any point you can contact us to request the personal data we hold on you as well as 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 your request we will respond within one month.**
  - **There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.**
2. *The right to correct and update the personal data we hold on you*
  - **If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.**
3. *The right to have your personal data erased*
  - **If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.**
  - **When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).**

4. *The right to object to processing of your personal data or to restrict it to certain purposes only*
  - **You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.**
5. *The right to data portability*
  - **You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.**
6. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*
  - **You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).**
7. *The right to lodge a complaint with the Information Commissioner's Office.*
  - **You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.**

#### Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

#### Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

#### Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page <http://www.ramseytowncouncil.gov.uk/This Notice> was last updated in February 2018.

## Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Ramsey Town Council, 7 Church Green, Ramsey, Cambs PE26 1DW

Email: [ramseytc@ramseytowncouncil.org.uk](mailto:ramseytc@ramseytowncouncil.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.