



Council Name: Sandhurst Town Council
Council Address: Council Offices, Memorial Park, Yorktown Road, Sandhurst,
Berks GU47 9BJ
Email Address: stc@sandhurst.gov.uk
Telephone numbers: 01252 879060

Sandhurst Town Council Data Protection Privacy Notice

Sandhurst Town Council is committed to protecting the personal data it holds in line with the provisions of the General Data Protection Regulations, and the Data Protection Act 2018, and holds personal data securely, and for the minimum period necessary.

Sandhurst Town Council holds under statute details of Councillors/Members, which is used for the purpose of advising Councillors of meetings and other administrative business, paying expenses, and passing on correspondence from residents and enquirers. It is updated when the Council is re-elected. Some information about Councillors is available on the Parish/Town Council's website. There is a statutory requirement to publicise a Register of Interests, and hold a Register of Gifts for Councillors/Members, this information is collected from Councillors/Members and kept updated.

Sandhurst Town Council holds employment details including salary and pension information for all its current employees, and for past employees as required. This information is held and retained under statutory provisions and in accordance with statutory timescales.

Sandhurst Town Council may at times hold contact details for organisations or individuals working with, providing services to, or contracted to the Town Council, or attending Town Council events. This information will be held solely for this purpose, but the contact details may need to be retained for financial accounting purposes or contractual purposes in accordance with statutory timescales (normally six years).

Sandhurst Town Council may retain correspondence with speakers, donors, residents, enquirers and other individuals who contact or are contacted by the Town Council in connection with the Town Council's statutory role. Such correspondence will only be retained for the working life of the information, and in general, not beyond a year. Correspondents should be aware that

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correspondence may be shared, where appropriate, with councillors, or with advisory parties, or with staff within the District/County Council.

Sandhurst Town Council may maintain a list of email or postal addresses for residents who wish to be kept informed of parish business by use of a newsletter or similar information resource. Such addresses will only be used for the stated purpose, and by the named person/s within the council, and residents must give informed consent for their data to be used in this way. The Town Council will provide a simple method (usually email request) to enable residents to ask that their details be removed from this list, and in such cases, all information held about the resident's membership of the list will be deleted.

Sandhurst Town Council uses CCTV which is obtained remotely. Records are retained for [30 days]. CCTV is used to monitor property and open spaces in order to maintain security and deter or detect criminal activity (theft, vandalism etc.) A formal notice is displayed at sites where CCTV is in use, detailing contact details of the Data Controller and the purposes for which the information is recorded and retained. CCTV images may be accessed by an authorized person within the Town Council and may be passed to the police or other authorised third parties on request for the purposes of investigating crime or as evidence in legal proceedings.

Where minutes and reports, or other similar documents contain personal names, this information is retained for archival purposes as part of the formal records of Sandhurst Town Council as permitted under statute. The minimal amount of information required is recorded in such cases.

Individuals have the right to ask to see the information we hold about you, and you may object to how your personal information is used, or ask that personal information about you is deleted. The Town Council has one calendar month (extendable by up to two months for extensive requests), in which to comply with a request for personal data.

A separate Privacy Notice regarding the personal data obtained when individuals access the Town Council's website can be found here:

[\(Link to PC/TC ICT Privacy Notice here\)](#)

The Data Controller for Sandhurst Town Council is the Council. If you have an enquiry regarding personal data held by the Parish/Town Council, please contact the Executive Officer.