



Privacy Notice For Children



We at Spennymoor Town Council want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell you how we make sure we just do that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, **a data controller**. This means we have control over how your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. Our Data Protection Officer is called Katherine Hierons and can be contacted on 01388 815276.

1. **WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?**

We might collect the following **personal details** about you if you are participating in a Town Council event or competition, or carrying out work experience etc.

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your birthday;
- your gender;
- all records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
- any images we capture on CCTV cameras and other information showing us your movements through our buildings,
- records that tell us when you were at our events or competitions;
- videos and photos of you;
- your passport or other ID cards;
- details of family members and other people we might need to contact in case of an emergency.

2. **SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also hold and use what is called “**special information**” such as any injuries you have had if you have been involved in an accident on Council premises or land. We will only use it if we have a really good reason to do so such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- we need it to help us with a legal case we are involved in;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it.

3. **WHERE DO WE GET THIS INFORMATION FROM?**

We will normally collect personal information about you from yourself, or parent or guardian if appropriate.

In some cases we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don't have it, we may not be able to provide you with the best possible service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting Katherine Hierons on 01388 815276.

4. **WHO ELSE MAY USE YOUR DETAILS?**

We may send your details to others to help us run our organisation. These are:

- **Anyone you have said you are happy for us to send your details to.**
- **Organisations that provide services to us:** such as marketing specialists, the people who carry out research for us, computer services and the guys that help to run and maintain our security cameras;
- **The Government or our regulators:** where the law tells us to do so or to help them with any investigations.
- **Police, law enforcement and security services:** to help them with any investigation, prevention of crime or matter of national security.

5. **ARE YOUR DETAILS SAFE?**

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

Did you know that all 'data controllers' based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe?

HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 6 years after you last get in touch with us.

It is important to make sure that the details we hold about you are accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes.

6. **WHAT ARE YOUR RIGHTS?**

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

DON'T FORGET though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any

questions or are unhappy about something, please contact us at the Town Hall, Spennymoor, on 01388 815276.

7. **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

8. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with Katherine Hierons, the Data Protection Officer on 01388 815276

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