



Lytham Town Council - Privacy Notice

Effective from: 02/04/2026

Last updated: 02/04/2026

1. Introduction

Lytham Town Council (“we”, “us”, or “the Council”) is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, and safeguard your personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who we are

Lytham Town Council
c/o Lytham Institute, 27 Clifton Street, Lytham, Lancashire. FY8 5EP
Email: clerk@lythamtowncouncil.gov.uk

As the Clerk, I act as the Council’s point of contact for data protection matters. You can contact me regarding your personal data using the details above. We also have a Subject Access Request form available on our website at this [link](#)

3. What personal data do we collect?

We may collect and process the following categories of personal data about you, depending on your interactions with the Council:

- Name, address, and contact details (email, phone)
- Financial information for payments, grants, or allotment fees
- Details of correspondence, complaints, or enquiries
- Records of Council services you use (e.g., allotments, burials, community events)

4. Why do we collect your personal data?

We process your data for the following lawful purposes:

- **Public task:** to provide local services, manage Council facilities, and respond to enquiries
- **Legal obligation:** to comply with statutory requirements
- **Contractual necessity:** where you have an agreement with the Council (e.g., allotment tenancy)

NB: We do not sell your personal data to third parties.

5. How do we use your data?

Your personal data is used to:

- Manage Council services and facilities
- Respond to enquiries, complaints, or requests
- Process payments and grants
- Maintain records in line with our legal obligations
- Ensure security of Council premises and staff

6. Who do we share your data with?

We may share your personal data with:

- Other local authorities or statutory bodies where required by law
- Banks or financial institutions for payment processing
- Contractors providing services on our behalf (e.g., IT support, payroll providers)

We only share the minimum data necessary and ensure third parties comply with data protection standards.

7. How long do we keep your data for?

We retain personal data in line with the Council's published **Records Retention Schedule**. Typical retention periods include:

- Financial records: 6 years
- Correspondence and complaints: 3 years
- Allotment records: 6 years after tenancy ends

8. Your Rights

Under the UK GDPR, you have the following rights regarding your personal data:

- Right of access (Subject Access Request)
- Right to correction of inaccurate data
- Right to erasure ("right to be forgotten") in certain circumstances
- Right to restrict processing
- Right to object to processing
- Right to data portability (where applicable)

To exercise any of these rights, contact the Clerk at the details above.

9. Subject Access Requests (SAR)

Individuals have the right to access personal data held by the Council. Requests should be submitted in writing using the SAR form at Appendix B. The Clerk or DPO will respond within one calendar month. All requests are logged, and identification checks are performed before disclosure.

NB: At the time of writing, it is the Council's intention to create this as a Web based form embedded within the Website to ensure effective accessibility.

10. Complaints

If you believe your data has been processed unlawfully, you can:

1. Contact the Clerk to raise your concern. The Council's Complaints Handling & Management Policy may be found at this [link](#)
2. If unresolved, complain to the **Information Commissioner's Office (ICO)**:
 - o Website: <https://ico.org.uk>
 - o Helpline: 0303 123 1113

11. Data Security

We take appropriate technical and organisational measures to protect your personal data against accidental loss, misuse, or unauthorised access.

12. Monitoring and Review

This Notice will be reviewed annually or sooner if required by changes in legislation, guidance, or council practice.

Version Control

Version	Date	Description of Change	Author
V1	02/04/2026	Policy written and published	Luke Russell C/RFO

Appendices

Appendix A - Data Inventory Overview

The Council maintains a detailed Data Inventory (register) of all personal data processing activities, including purpose, lawful basis, data subjects, categories of data, retention periods, and processors. A summary of key datasets is provided in the Excel file (LTC_Data_Inventory.xlsx) stored in the Clerk's File directory

Appendix B - Subject Access Request (SAR) Form

Use this form to request access to your personal data held by Lytham Town Council.

Name:

Address:

Email:

Description of Information Requested:

Proof of Identity Provided:

Date Received:

Response Due Date:

Appendix C - Data Breach Log & Checklist

All data breaches or near misses must be recorded. The checklist includes:

1. Description of incident
2. Type and volume of data affected
3. Containment actions
4. Assessment of risk to individuals
5. Notification required (ICO / data subjects)
6. Lessons learned and preventive actions

Each entry in the Breach Log must be numbered, dated, and signed by the Clerk or DPO.

Appendix D - Data Protection Impact Assessment (DPIA) Template

Project / Processing Activity:

Purpose of Processing:

Categories of Data and Subjects:

Lawful Basis:

Risk Assessment (likelihood and severity):

Mitigation Measures:

Consultation (if applicable):

DPO Comments:

Date Completed:

Review Date:

