

Tonbridge and Malling Borough Council – Mayoral Services

Privacy Policy

The Mayoral Services team is part of Tonbridge & Malling Borough Council (TMBC). This privacy policy sets out how we use your personal information.

Topics:

1. What information do we use:

- Personal information such as name, address, email address and telephone number. We will also use your bank details where payment is required for a Mayoral event. Data processing rules call this General Personal Information
- More sensitive information such as your image on a photograph taken at a Mayoral event. This is called Special Category Information

2. Why do we use your information:

General Personal Information

We use your information where it is necessary to:

- enable us to contact you about an event and process any payments for that event.
- assist the Mayoral Services in carrying out the Mayor's public functions and reporting the events. This will involve sharing it with other TMBC services and Councillors but only where you have given your consent for us to do so
- The Mayor or other Councillors (for example the Deputy Mayor) may respond to communications from you.

Special Category Information

We may use your photograph where you have agreed to us giving it to the press or media to write about a Mayoral event but only where you agree to this appearing in the press. If the picture is of a child aged 13 years or under we need the consent of their parent/guardian for us to be able to publish the pictures taken.

3. How do we collect information from you:

- We may receive this information directly from you with your consent
- Third parties may share information with us e.g. Schools or other members of the public may provide us with photographs of the Mayor's visit.

4. Safeguarding your information

We hold your data for such periods as may be necessary to deal with the Mayorial Event, including publicity after it has taken place. We will not hold your data for longer than is necessary to do this (18 months maximum) .

5. Sharing your information

We share information with:

- Internal services within TMBC and Councillors for the purposes of processing for the Mayor's attendance at events and dealing with the administration of the event.
- Third parties where the information has come from them in the first place.
- Social media – may be used to share information.
- The media/press for reporting events.

6. Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact Adrian Stanfield, the Council's Data Protection Officer at foi@tmbc.gov.uk. You can also write to him at Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ.

You also ask us to correct or remove information you think is inaccurate.

If you are concerned about how we are collecting or using your personal data, please get in touch with us immediately. You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

7. Further Information

We keep our privacy policy under regular review. This privacy policy was updated on 18 May 2018. If you have any questions, please contact Adrian Stanfield, the Council's Data Protection Officer at foi@tmbc.gov.uk.

8. Other TMBC Services

TMBC collects and uses personal information for a number of purposes across its various services and functions.

To find out more about how TMBC uses the personal information it collects, please refer to the Corporate Privacy Notice <https://www.tmbc.gov.uk/privacy-notice>