RIPON CITY COUNCIL

General Privacy Notice

Item	Detail
Adopted by Full Council	9th November 2026
Previous version	October 2018
Current update	2nd November 2026
Date of review	November 2028

Privacy Notice

1. Introduction

Ripon City Council is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, store and protect your personal information when you interact with the Council, use our services, contact us, attend meetings, or participate in Council activities.

The Council processes personal data in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Local Government legislation and associated statutory obligations

Ripon City Council is the Data Controller for the personal information it holds.

2. Contact Details

Ripon City Council
Town Hall
Market Place
Ripon
North Yorkshire
HG4 1DD

Telephone: 01765 604097
Email: admin@riponcity.gov.uk

If you have any questions regarding this Privacy Notice or how your information is used, please contact the Chief Officer to the Council.

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3. Information We Collect

The Council may collect and process the following information:

Personal Information

- Name
- Address
- Email address
- Telephone number
- Organisation details
- Job title (where applicable)

Council Service Information

- Correspondence with the Council
- Complaints, comments and enquiries
- Consultation responses
- Grant applications
- Event registrations
- Hall bookings
- Survey responses
- Employment applications

Special Category Data

In limited circumstances, the Council may process special category data, including information relating to:

- Health conditions
- Accessibility requirements
- Safeguarding concerns

This information will only be processed where there is a lawful basis to do so.

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4. How We Collect Information

Information may be collected when you:

- Contact the Council by email, telephone, post or in person
- Complete Council forms or applications
- Attend Council meetings or events
- Subscribe to newsletters or mailing lists
- Submit comments on consultations
- Apply for grants or permits
- Visit our website

We may also receive information from:

- North Yorkshire Council
- Government agencies
- Emergency services
- Community organisations
- Regulatory bodies

where this is necessary and lawful.

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5. Why We Process Your Information

The Council processes personal information to:

- Deliver council services
- Respond to enquiries and correspondence
- Manage events and bookings
- Administer grants and funding applications
- Conduct public consultations
- Maintain records required by law
- Meet legal and statutory obligations
- Undertake employment and recruitment activities
- Protect public funds and prevent fraud
- Support community engagement activities

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6. Lawful Basis for Processing

The Council relies on one or more of the following lawful bases under Article 6 UK GDPR:

Public Task

Processing is necessary for carrying out official functions and statutory duties.

Legal Obligation

Processing is necessary to comply with legal requirements.

Consent

Where consent is required, it will be obtained before processing.

Contract

Where processing is necessary to fulfil contractual obligations.

Legitimate Interests

Where processing is proportionate and does not override individuals' rights and freedoms.

For special category data, the Council will rely on additional conditions under Article 9 UK GDPR and the Data Protection Act 2018.

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7. How We Share Information

The Council will only share information where lawful and necessary.

This may include:

- North Yorkshire Council
- Government departments
- External auditors
- Insurers
- Legal advisers
- Law enforcement agencies
- Contractors providing services on behalf of the Council
- Funding organisations

Information will not be sold to third parties.

All contractors processing data on behalf of the Council must comply with data protection legislation.

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8. Council Meetings and Transparency

As a public authority, Ripon City Council is required to conduct much of its business openly.

The Council may publish:

- Councillor names and contact details
- Meeting agendas

- Minutes of meetings
- Declarations of Interest

Personal information will only be published where there is a lawful basis to do so.

Members of the public attending meetings should be aware that meetings may be recorded in accordance with the Council's policy on recording meetings.

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9. Data Retention

The Council will retain information only for as long as necessary.

Retention periods are determined by:

- Legal requirements
- Financial regulations
- Employment legislation
- Operational requirements
- National Association of Local Councils guidance where applicable

Records are securely disposed of when no longer required.

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10. Data Security

The Council takes appropriate technical and organisational measures to safeguard personal information, including:

- Secure electronic storage
- Password protection
- Restricted access controls
- Secure disposal procedures
- Staff training

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11. Your Information Rights

Under UK GDPR, you have rights including:

Right to be Informed

To know how your information is used.

Right of Access

To request a copy of your personal information.

Right to Rectification

To request correction of inaccurate information.

Right to Erasure

To request deletion of information where appropriate.

Right to Restrict Processing
To limit the way your information is used.
Right to Object
To object to certain processing activities.
Right to Data Portability
Where applicable, to receive your data in a portable format.
Rights Related to Automated Decision Making
The Council does not normally carry out automated decision making.

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12. Making a Data Protection Request

Requests relating to personal data should be made in writing to:

The Chief Officer to the Council
Ripon City Council
Town Hall
Market Place
Ripon
HG4 1DD

Email: admin@riponcity.gov.uk

The Council will normally respond within one month.

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15. Complaints

If you are dissatisfied with how the Council has handled your personal information, you should first contact the Clerk to the Council.

You also have the right to complain to:

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk
Telephone: 0303 123 1113

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16. Review of this Notice

This Privacy Notice will be reviewed regularly and updated as necessary to reflect changes in legislation or Council practices.

Policy Owner: Chief Officer to the Council
Review Frequency: Every two years, or sooner if legislation changes.