



Privacy notice

We take privacy, and the security of personal data, very seriously, and we are committed to ensuring that we safeguard your personal data at all times and in the best way possible.

This privacy notice contains important information about who we are, what personal information we collect about you; how, when and why we collect your information, the legal basis we rely on for collecting the information and how we use the information and when we might share your personal data; how we keep your personal data secure; how long we keep it; your rights in relation to your personal data; and how to contact us, or the relevant supervisory authorities, should you have a complaint. This notice should be read together with our [website privacy policy](#) which contains more detailed information about our data processing.

Who we share data with and how long we keep information:

This Privacy Notice is a public document available to anyone and applies to Member Councils of the Buckinghamshire & Milton Keynes Association of Local Councils (BMKALC). It explains how BMKALC collects and processes personal information in order to conduct normal business activities.

BMKALC is a membership based not for profit organisation supporting the first tier of local government.

Who we are:

BMKALC is a data controller whose office is: County Hall, Walton Street, Aylesbury HP20 1UA. Our main office telephone number is: 01296 383154 and our business email address is balc@bucksalc.org.uk. We have a website: [www. Bucksalc.gov.uk](http://www.Bucksalc.gov.uk)

BMKALC is made up of member local councils and parish meetings in the administrative County of Buckinghamshire.

We have a written Constitution and an Executive Board who oversee our strategic direction.



How we collect your information:

BMKALC collects information from you from a variety of sources, including when you join our association, complete an online form, complete a survey or when you call, write or email to us. We may also collect information when you use our social media site or website.

We may also take photographs at our events to use for general marketing purposes and publicity. However, photographs of individuals will only be used for those purposes with your consent.

We may receive information about you from third parties including: Legal Advisors and other local authorities, for example.

What information we collect about you:

The information we require from you includes: Contact details – e.g. Clerk, Chairman – name, address, email, telephone numbers.

What processing we do with the information collected:

The information we require from you is used to manage your membership. The processing activities include:

- Handling and documenting enquiries.
- Commissioning third parties for supplementary advice – (e.g.: NALC Legal).
- Managing your subscription charges and payments.
- Complying with relevant legislation and regulation.
- Communication through the delivery of regular news bulletins.

BMKALC conduct surveys relating to the services on offer to gauge satisfaction and make improvements based on feedback.

BMKALC uses a range of information and communication systems, applications, and technologies to assist with the efficient operation of the business. Personal information is stored and managed within those systems which are maintained following best practice cyber security standards. BMKALC holds information in



their IT system which may be copied for testing, backup, archiving and disaster recovery purposes. All data is held within the UK. Additional services:

BMKALC offers additional services to members such as training etc., In respect of these additional services, where your personal information is needed, we will explain in more detail the nature of the service and seek your consent to proceed.

For these additional services, much of the information contained in this Privacy Notice is still relevant such as details about BMKALC as a Data Controller and your rights under the legislation, including the right to withdraw your consent and the right to complain.

How we communicate with you:

BMKALC needs to communicate with members, and this is normally in writing or by telephone but is now increasingly becoming electronic. Our regular e-bulletins and digital newsletters provide essential information, guidance, and updates in relation to public sector as well as details of training and development and publications available. This is an important part of our membership offering but you may opt-out of receiving this by contacting balc@bucksalc.gov.uk

Who we share data with and how long we keep information:

BMKALC shares a limited amount of personal data with our contractors who are carrying out services on our behalf. Our contractors are required to comply with the law and we are reviewing data processing arrangements with them to ensure the data is managed appropriately and for specified purposes.

BMKALC may need to share personal information with government departments and agencies, with the National Association of Local Councils (NALC) our auditors and our trainers.

What we will not do:

We will not send unsolicited marketing materials or sell your personal data on to third parties. We will not pass on your personal data to unrelated third parties unless we are allowed or required to do so by law or we have your explicit



permission to do that. We will not transfer or store your personal data outside Europe, or outside of the control of the UK/European regulations.

Your rights to complain and the ICO:

You have the right to request a copy of the data we hold about you. Please contact balc@bucksalc.go.uk if you wish to request access to any of your personal data and we will always endeavour to answer your questions.

Please be specific about what personal data you want to see, what it relates to and within what timeframe, as that will assist us. You also have the right to correct information we hold. Please advise us of any changes or corrections by contacting balc@bucksalc.go.uk. You have the right to withdraw your consent to use any information that was previously provided with your consent. Please advise us if you wish to withdraw any consent previously given by contacting us balc@bucksalc.go.uk. You can check details of your rights by visiting the Information Commissioner's office on the [ICO website](#)

Privacy Notice V 2.0

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