



SAXMUNDHAM TOWN COUNCIL

PRIVACY POLICY

Review Body: Resources Committee
Policy Approved: Town Council
Approval Date: May 2024
Minute Item: 28/24TC
Review Period: Biennial
Next Review: May 2026



Personal Information

When you contact Saxmundham Town Council, the information you provide (personal information such as name, address, email address, telephone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and advice, send invoices and receipts relating to service provision.

Your personal information will not be shared with any third party without your prior consent.

Our right to process information is pursuant to GDPR Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject;

or

Processing is necessary for compliance with a legal obligation;

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.

Information Security

Saxmundham Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted or shredded.

Your Rights

1. Access to Information

You have the right to request access to the information we hold about you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

2. Information Correction

If you believe that the information we hold about you is incorrect, you may request that we update it and keep your data accurate.

3. Information Deletion

If you wish us to delete the information we hold about you, please contact us by email or post. You will be required to provide proof of identity.

4. Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object, please contact us by email or post.



Rights Related to Automated Decision Making and Profiling

We do not use automated decision making or profiling of personal data.

Summary

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision.

We do not use profiling, we do not sell or pass your data to third parties.

We do not use your data for purposes other than those specified.

We ensure your data is stored securely.

We delete all information deemed to be no longer necessary.

We review this Policy to keep it up to date in order to protect your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint the Town Clerk by post or email or to the Information Commissioners Office.