



NORTH TAWTON TOWN COUNCIL

Town Clerk: Mrs Sarah Say
Assistant Town Clerk: Mr Stephen Webb
14A The Square
North Tawton
EX20 2EP
Tel: 01837 880121

E-mail: northtawton.towncouncil@yahoo.co.uk
Website: northtawtontowncouncil.co.uk

Privacy Notice

1 When you contact North Tawton Town Council:

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, give you advice, provide information, and send invoices and receipts relating to service provision.

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

2 North Tawton Town Council - Right to Process Information

GDPR Article 6 (1) (a) (b) and (e)

- 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 task carried out in the public interest or in the exercise of official authority vested in the controller.

3 Information Security

North Tawton Town Council has a duty and a wish 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. (At any time you can request the deletion or destruction of your data which is held by North Tawton Town Council.)

4 Your Rights

4.1 Access to Information

You have the right to request access to the information we have on you. You will be required to provide proof of identity. Please contact us by telephone, email or post in the first instance.

4.2 Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

4.3 Information Deletion

If you wish **North Tawton Town Council** to delete the information about you, please contact us.

5 Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you can object - please contact us

6 Rights Related to Automated Decision Making and Profiling

North Tawton Town Council does not use automated decision making or profiling of personal data.

7 Data Controller and Data Processor

- For the purposes of information held by the Council, the data controller is North Tawton Town Council.
- For the purposes of information held by the Council, the data processor is the NTTC Town Clerk or the NTTC Assistant Clerk.

8 To Sum Up

- 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 make sure your data is stored securely.
- We delete all information deemed to be no longer necessary.
- We constantly review our Privacy Policies to keep it up to date in protecting your data.

9 Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to North Tawton Town Council or the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113.

North Tawton Town Council May 2018