



# NORTH TAWTON TOWN COUNCIL

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This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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| <b>DOCUMENT NAME:</b>              | Privacy Statement |
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| <b>Version no:</b>                 | V2                |

| <b>Version</b> | <b>Point(s)</b> | <b>Description of Change</b> | <b>Date</b> |
|----------------|-----------------|------------------------------|-------------|
| V2             |                 | New policy                   | July 2026   |
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## THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the North Tawton Town Council website is the controlled copy. Any printed copies of this document are not controlled.

# 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

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

- **Rights Related to Automated Decision Making and Profiling** – The Town Council does not use automated decision making or profiling of personal data.

## **5. 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 Town Clerk or the Deputy Clerk.

## **6. 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.

## **7. 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](mailto:casework@ico.org.uk) Tel: 0303 123 1113.