



Preesall Town Council Privacy Notice

This Notice is designed to explain how and why information about you will be used by Preesall Town Council. The council may update this Notice at any time and may also notify you in other ways from time to time about the way that we use your personal information.

How will we use information about you?

The council collects personal information in order to perform services which we provide as part of our statutory functions. Where services are not part of our statutory functions, we may seek your consent to collect and process your personal information.

We will use your information to create a case record for you and we are responsible by law for decisions relating to the security and use of your personal information. Generally speaking, we will not use your information without your permission for purposes not directly related to the services we provide. If your information is to be used for purposes such as training or planning and improving services, your information will be anonymised.

It might be necessary to share your information for a purpose not related to the services if:

- your health or safety, or that of others, is at risk;
- we wish to prevent or help investigate crime;
- we need to comply with a legal obligation.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party without your consent.

How will your information be kept secure?

In order to ensure that your information is used appropriately and that your privacy is respected, your personal information will be held and used in compliance with the requirements of all applicable legislation. This means that:

- the council will take steps to ensure that your information is kept as safe as possible, and that it is always accurate and up to date;
- only those staff who need to do so will access your personal information; your record will be retained in accordance with the Council's Retention Schedule.

Council Address: c/o 32 Mill Lane, Stalmine, Poulton-Le-Fylde, FY6 0LR

Email Address: clerk@preesall-tc.gov.uk Tel: 07739 868212

Information Security

Preesall Town Council has a duty 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 appropriate policies. Copies of these policies can be requested.

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. (You may request the deletion of your data held by Preesall Town Council at any time).

The Council's Right to Process Information

General Data Protection Regulations 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

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Town Clerk using the details at the bottom of this document.

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. Please contact the Town Clerk to request this.

Information Deletion

If you wish Preesall Town Council to delete the information about you please contact the Town Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting the Town Clerk.

Rights Related to Automated Decision Making and Profiling

Preesall Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: 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

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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. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Preesall Town Council, in the first instance to the Clerk to the council: Debbie Smith, via email at clerk@preesall-tc.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

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