



Much Wenlock Town Council

PRIVACY NOTICE

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 to our facilities and services. Your personal information will not be shared or provided to any third party.

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.

Information Security

Much Wenlock 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, policies and management. 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, in compliance with our document retention policy and schedule, after which it will be deleted.

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 hold on you. You can do this by contacting the Town Clerk at the Town Council office.

Information Correction

If you believe that the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Town Clerk at the Town Council office to request this.

Information Deletion

If you wish Much Wenlock Town Council to delete the information we hold about you please contact the Town Clerk at the Town Council office 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: please contact the Town Clerk to object.

Rights Related to Automated Decision Making and Profiling

Much Wenlock 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 pass on 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 regularly review our Privacy Policy to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Much Wenlock Town Council and the Information Commissioner's Office (contact details below).

Contact Details

Please contact us at the following address if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints:

Town Clerk / Data Controller
Much Wenlock Town Council
The Corn Exchange
High Street
Much Wenlock
TF13 6AE

Tele: 01952 727509

Email: townclerk@muchwenlock-tc.gov.uk

You can contact the Information Commissioner's Office on 0303 123 1113 or via email at:

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF