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UTTOXETER TOWN COUNCIL

GDPR Contact Privacy including Email Contact Policy

GDPR CONTACT PRIVACY NOTICE INCLUDING EMAIL CONTACT POLICY

When you contact Uttoxeter Town Council:

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 be not shared or provided to any other third party.

The Councils 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:

Uttoxeter Town Council has a duty to ensure the security of personal data. The Council ensures 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.

The Town Council 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 Uttoxeter Town Council at any time).

Children:

The Town Council 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 Data Information Officer. (SCC Information Governance Unit – Directorate of Strategy, Governance and Change) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Information Correction:

If you believe that the information the Council holds about you is incorrect, you may contact the Council so that the data held can be updated to enable your data held to be accurate. Please contact: The Clerk, Uttoxeter Town Council to request this.

Information Deletion:

If you wish Uttoxeter Town Council to delete the information about you please contact: The Clerk, Uttoxeter Town Council 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 Clerk, Uttoxeter Town Council to object.

Rights Related to Automated Decision Making and Profiling:

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

Complaints:

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Uttoxeter Town Council's Data Information Officer: (SCC Information Governance Unit – Directorate of Strategy, Governance and Change) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary:

In accordance with the law, Uttoxeter Town Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision.

Uttoxeter Town Council does not profile, sell or pass your data to third parties.

Uttoxeter Town Council does not use your data for purposes other than those specified.

Uttoxeter Town Council ensures your data is stored securely and will delete all information deemed to be no longer necessary.

Uttoxeter Town Council 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).*

Reviewed and Adopted by Council at its meeting held on 8 May 2018, 14 May 2019, May 2022 – Reviewed by Council's DPO/Council, 16 May 2023, 21 May 2024 and Reviewed at Council's Annual Meeting held 13 May 2025.