

## **SALCOMBE TOWN COUNCIL PRIVACY NOTICES**

### **Contact – Privacy Notice**

**When you contact us** the personal information you provide (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.

### **Neighbourhood Plan Privacy Notice**

When you attend a consultation event or return a survey or consultation document, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the Neighbourhood Plan. Your personal information will not be shared with any third party.

### **Councillor – Privacy Notice**

**When you sign your acceptance of office** and take your seat on Salcombe Town Council the personal information you provide (such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. (The Council asks that you provide a dedicated email address for conducting Council business). Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

### **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**

Salcombe 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 Salcombe Town Council at any time.

## **Children**

We will not process any data relating to a child under 13 without the express consent of the parent or guardian 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, Sara Jones, Town Clerk  
townclerk@salcombetowncouncil.gov.uk

## **Information Correction**

If you believe that the information we hold about you is incorrect, please contact Sara Jones, Town Clerk townclerk@salcombetowncouncil.gov.uk to ask us to update it.

## **Information Deletion**

If you wish Salcombe Town Council to delete the information we hold about you, please contact Sara Jones, Town Clerk townclerk@salcombetowncouncil.gov.uk

## **Right to Object**

If you believe your data is not being used for the purpose it was collected for you can object: please contact Sara Jones, Town Clerk townclerk@salcombetowncouncil.gov.uk

## **Rights Related to Automated Decision Making and Profiling**

Salcombe 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, please contact Sara Jones, Town Clerk townclerk@salcombetowncouncil.gov.uk  
. You may also complain to the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, Salcombe Town Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Salcombe Town Council does not use profiling, nor sell or pass your data to third parties. Salcombe Town Council does not use your data for purposes other than those specified. Salcombe Town Council makes sure your data is stored securely. Salcombe Town Council deletes all information deemed to be no longer necessary. Salcombe Town Council constantly reviews its Privacy Policies to keep it up to date in protecting your data.

You can request a copy of our policies at any time or access them on our website [www.salcombetowncouncil.gov.uk](http://www.salcombetowncouncil.gov.uk).