



Town Clerk: Miss Joy Norris MSc ACIS

The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB

town.clerk@cullomptontowncouncil.gov.uk

01884 38249

CULLOMPTON TOWN COUNCIL PRIVACY STATEMENT

What information do we collect about you and for what purpose?

We may collect personal data about you which covers basic details such as name, address, telephone number. We also collect some sensitive information such as ethnicity and religious beliefs, but only where it is required to provide a service or for monitoring equality of our employees. We will always explain to you why and how this information will be used.

The legal basis for processing the data is:

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract

Legal obligation: the processing is necessary for you to comply with the law

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law

Consent: the individual has given clear consent for you to process their personal data for a specific purpose

We process personal information to enable us to provide a range of government services to the local community. Information we process includes:

- maintaining our own accounts and records
- supporting and managing our employees
- promoting the services we provide
- marketing our local tourism
- managing our property
- providing leisure and cultural services
- carrying out surveys
- crime prevention and prosecution offenders including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and public authority

If you would like to know more about the Council's functions and duties please see the Council's website at www.cullomptontowncouncil.gov.uk.

We will process personal data for the following purposes:

- For the purpose to which you provided the information.
- To ensure that the Council meets its legal requirements.
- To process financial transactions to and from the Council
- Where you have consented to the processing or for the purpose of a contract you have entered into with us
- Where necessary to protect individuals from harm or injury
- Where otherwise permitted under data protection legislation e.g. disclosure to comply with legal obligations.

Further Processing

If we wish to use your personal data for a new purpose, not in line with the purpose you originally gave it to us for, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

When do we share your personal data with third parties?

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Town Clerk, The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office ico.org.uk.

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Town Clerk in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at ico.org.uk.