



Data Privacy Notice

Adopted April 2018

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 be not shared or provided to any other third party.

The Council's Right to Process Information

The processing of personal data comes under the 1998 Data protection Act soon to be superseded on 25 May 2018 by the General Data Protection Regulations (GDPR)

Processing is with

- the consent of the data subject; or
- necessary for compliance with a legal obligation or
- for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Loughton Town Council).

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

Information Security

The 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.

We will only keep your data for the purpose for which it was collected and only for as long as is necessary.

Children

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

Your Rights

- You have the right to request access to the information we have on you.
- 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.
- If you wish Loughton Town Council to delete the information we hold about you please contact us.
- If you believe that your data is not being processed for the purpose it has been collected for, you may object:

You can do all of this by contacting our Data Information Officer: Kim Lumb, Deputy Town Clerk - Contact Details below.

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 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.

Complaints

If you have any queries or complaints regarding the way your personal data has been processed, please contact in the first instance Kim Lumb, Deputy Town Clerk & Responsible Financial Officer - contact details below. You can contact the Information Commissioners Office, Wycliffe House, Water lane, Wilmslow, Cheshire. SK4 5AF or email: casework@ico.org.uk Tel: 0303 123 1113

Loughton Town Council
1 Buckingham Court
Rectory Lane, Loughton, Essex IG10 2QZ
Tel: 020 8508 4200
Email: Contact@loughton-tc.gov.uk