



Privacy Notice

1. What is a Privacy Notice?

1.1. A Privacy Notice sets out what information the Town Council hold about you, why we hold it, how we protect it whilst we provide you with the service you have requested from us, and your rights under the general Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). In publishing this Notice the Council clearly acknowledges its responsibilities under that legislation.

1.2. Aldeburgh Town Council considers the security of your personal data a high priority and will only use the information it holds about you for the purpose that you supplied it for, or as permitted by law. It will only collect the minimum necessary information to provide you with the requested service.

2. What is personal data?

2.1. This means any information related to an identified or identifiable natural living person (known as the “data subject”). The Data Controller determines the purposes and means of processing personal data.

2.2. Aldeburgh Town Council is a Data Controller and is registered with the Information Commissioner’s Office. The Council only holds low level data about individuals, such as names, addresses, email addresses and telephone numbers. This is usually obtained when you ask us for information or to provide a service, or when you wish to express your views on something taking place within the community. We will only collect and process the information we need.

2.3. We have the right to process information under the legislation only where we have a proper reason to do so; these can include:

- Where there is a legal obligation to do so
- Where it is necessary to carry out a contract we have with you
- Where we have your consent.

3. What are our responsibilities in respect of the data?

3.1. GDPR Article 5 requires us to ensure that personal data is:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, clear and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- But kept for no longer than necessary; and processed securely

3.2. All personal information provided by you is held securely and confidentially both in electronic and hard copy format in the Council's offices.

4. How long do we hold personal data?

4.1. The legislation provides that personal data will only be retained whilst:

- Consent from the data subject is held
- The data is necessary for the performance of a contract
- There is a legal obligation to hold it
- Holding the data is important to protect the interests of the data subject or another person
- Holding the data is in the public interest; or
- The council has a legitimate interest in holding it (except where such interest is overridden by the interests or rights of the data subject).

4.2. In practice nearly all the personal information supplied to Aldeburgh Town Council will be at the discretion of the data subject, and therefore the right to withdraw consent will apply (see below).

5. What are your rights?

5.1. GDPR and the DPA 2018 include the following rights:

- The right to be informed – that is the purpose of this Privacy Notice
- The right of access – you have the right to request access to the personal data we may hold about you. Please contact the Town Clerk on townclerk@aldeburghtowncouncil.gov.uk

You will be required to provide proof of identity.

- The right to rectification – the correction of erroneous information held about you
- The right of erasure – you may have the right to have the information held erased
- The right to object – if you think that the data is not being processed for the purpose it has been collected for, you may object.
- The right to withdraw consent – you may do this at any time in respect of any discretionary service provided by the Council
- The right to make a complaint – please contact the Town Clerk on townclerk@aldeburghtowncouncil.gov.uk

6. How do we use the data?

6.1. Data supplied by you helps the Council to make decisions in respect of the facilities it provides for the community, and assists the Council in feeding back local opinion to other parts of local and central government; e.g. in respect of planning and development matters, as well as enabling us to answer and respond positively to your questions and concerns. If you choose not to supply data, it may delay or prevent us from fulfilling our role of representing the community of Aldeburgh.