



PRIVACY STATEMENT

INTRODUCTION

This Privacy Statement has been provided to help explain why and how Kesgrave Town Council collects, uses and protects your information whilst acting as a Town Council. A more detailed Privacy Notice can be found at: <http://kesgravetowncouncil.org.uk/>

WHY IS A PRIVACY STATEMENT NECESSARY?

The General Data Protection Regulations (GDPR) which came into effect in May 2018 provided clear responsibilities for those collecting, using and protecting personal information in addition to those provisions as set out in the UK Data Protection Act 2018.

WHAT INFORMATION DO WE HOLD ABOUT YOU?

Depending upon the service we are offering or carrying out we may hold: your name; address; email address; telephone number; views / opinions or other information relevant to a particular enquiry or service.

HOW DO WE USE YOUR INFORMATION?

GDPR says that we are allowed to use personal information only if we have a proper reason to do so. This may include sharing the data with other parties. We can only use the data for one or more of these reasons:

- Statutory obligation or legal duty;
- To fulfil a contract, we have with you;
- We have a legitimate interest; or
- We have your consent.

We will not use your data for other purposes than for what it was collected unless we have obtained your consent or for other lawful purposes.

HOW LONG WILL WE KEEP YOUR INFORMATION?

We will hold our personal information in accordance with statutory responsibilities and contractual requirements in line with our Document and Electronic Data Retention Policy.

Privacy statement

Approved: 19th November 2018

Review: Annually

WHAT ARE OUR RESPONSIBILITIES AND YOUR RIGHTS?

Under GDPR, the Town Council must ensure that personal data is:

- Processed lawfully, fairly and transparent;
- Collected only for valid and explicit reasons;
- Relevant and limited to what is necessary;
- Accurate and kept up to date;
- Kept for no longer than is necessary;
- Processed securely.

The GDPR provides you with the following rights:

- The right to be informed
- The right to access
- The right to rectification
- The right to erasure
- The right to restrict editing
- The right to data portability
- The right to object
- Rights in relation to automated decision making & profiling
- The right to withdraw of consent
- The right to complain

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints.

Kesgrave Town Council, Town Council Office, Ferguson Way, Kesgrave, IP5 2FZ Tel: 01473 625179. Email: enquiry@kesgravetowncouncil.org.uk Website: <http://kesgravetowncouncil.org.uk/>