



Crewkerne Town Council

Privacy Notice

This website is managed by Crewkerne Town Council. The Town Council take the protection of your personal data seriously and is committed to protecting this information in accordance with the requirements of the General Data Protection Regulation (GDPR).

We process and hold information in order to provide public services. This notice explains how we use and share your information.

Information may be collected on a paper or online form, by telephone, email or by a member of our staff, or one of our Councillors.

1. We record personal information if you:

- Subscribe to or apply for services that require personal information.
- Report a problem and give your contact details for us to respond.
- Contact us and leave your details for us to respond.

2. Why we collect information

We collect and hold information about you, in order to:

- deliver public services
- discharge the contract between you and the Council
- make sure we meet our statutory obligations
- prevent or detect fraud through the necessary audit tasks carried out for the Council

3. Our right to process information

We are permitted to process information under GDPR Article 6 (1) (a) (b) and (e) when:

- 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, or
- processing is necessary to fulfil a contractual obligation to you.

4. How we use your information

We will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary and in accordance with the

Council's Records Management Policy. All Town Council employees and Councillors who have access to your personal data and are associated with the handling of that data are obliged to respect the confidentiality of your data. The Council tries to keep the information we have about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will amend or erase that information upon request.

5. Information sharing

We may share your information with other partner organisations where this is necessary to support the Council in providing services. We will never share your personal information with a third party unless we have a lawful reason to do.

To support the safe and efficient operation of the Council's administration, the Council uses an IT support provider and a data back-up provider. Your data will be shared with these companies, details of which are shown below:

- Allen Computer Services Ltd, Crewkerne, TA18 8DA
- Livedrive, The Battleship Building, 179 Harrow Road, London, W2 6NB

These companies have provided statements to the Council confirming that they are compliant with GDPR.

6. Information security

Crewkerne Town Council will make every effort to ensure 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 it was collected for and only for as long as is necessary.

7. Children

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

8. Your rights

- **Access to Information:** You have the right to request access to the information we have about you.
- **Information Correction:** 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.
- **Information Deletion:** If you wish the Town Council to delete the information about you please contact us.
- **Right to Object:** If you believe that your data is not being processed for the purpose it has been collected for, you may object.

You can contact the Council by emailing the Town Clerk at towncouncil@crewkerne-tc.gov.uk

9. Links to other websites

This privacy notice does not cover the links within this site to other websites. We encourage you to read the privacy statements on these linked websites.