



Leek Town Council

Privacy Notice

Your right to privacy is very important to us and we recognise that when we collect, use or store your personal data you trust us to act in a responsible manner. This Privacy Notice tells you what you can expect when we process your data, and what your rights are.

How we use your information

1. Leek Town Council needs to collect, process and keep information about you so that we can deliver services to you. Much of the information we hold will have been provided by you but some may come from other sources such as local government. We will use your personal information for a limited number of purposes and always in line with our responsibilities, where there is a legal basis to do so, and in line with your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
2. When we collect personal data from you we will only use it to provide services you have requested or require. We will not collect any personal data from you that we do not need.
3. We will use the information you provide to:
 - Deliver our services
 - Maintain and update your customer records or contact details
 - Contact you if necessary
 - Obtain your opinion and feedback about the services we provide
 - Ensure that we fulfil our legal obligations
4. We will not provide any of your personal information to other companies or individuals, unless required to by law. Our website may provide links to third party sites. Since we do not control those sites, we encourage you to review their privacy policies.
5. Information that we collect will be stored and processed in databases owned solely by Leek Town Council.
6. If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, 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 ask for your consent.
7. The Council will not transfer your personal data outside of the European Economic Area.

8. 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

Your rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have several rights regarding your personal data.

1. You have a right to request copies of the data that we hold about you. This is known as a "Subject Access Request" and can be made, in writing, to the contact details provided below. You can also ask us why we're holding your information, or who it may be shared with. This information is usually provided free of charge, but a fee may be charged depending on the nature and costs of providing the information. You also have the right to request that this data be provided in an electronic, portable format.
2. If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time.
3. You also have the right to request that data be changed or erased, and to object to us processing your data or request that we restrict what we do with your data.
4. For more information on any of your rights as a data subject, please contact the Data Protection Officer – office@leektowncouncil.gov.uk 01538 381271
5. You also have a right to lodge a concern or complaint with the Information Commissioners Office. casework@ico.org.uk

How to contact us

Leek Town Council is the Data Controller for purposes of the Data Protection Act 2018 and GDPR. If you would like to contact us about how we process your personal data, please contact;

Mrs Julie Taylor t: 01538 381271 e:office@leektowncouncil.gov.uk

Adopted 18th September 2018