



# PRIVACY POLICY

**DATE OF IMPLEMENTATION: 18 JULY 2023**

**Signed: Mayor**

**Date**

**Date of review:**

# Privacy Policy

## 1. WHAT IS THIS POLICY FOR?

This privacy policy sets out how Downham Market Town Council (the Council) collects, manages and stores data in line with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and other legislation relating to personal data and rights.

GDPR is designed to create common privacy requirements across the EU.

The Council takes a proactive approach to privacy and ensures the necessary steps are taken to protect individuals' personal data.

## 2. YOUR PERSONAL DATA

Personal data is information which enables identification (for example name, e-mail address, postal address and phone number). Personal information you provide to the Council will be processed and stored so that it is possible to contact you and respond to your enquiry. Your personal information will not be shared with any third party without your prior consent.

## 3. Downham Market Town Council right to Process Information GDPR Article 6 (1) (a) and (c):

"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 contract with the data subject, or to take steps to enter into a contract".

Other data controllers the Council works with:

We may need to share your personal data with other tiers of local government and contractors so that they can carry out the responsibilities to the Council.

## 4. YOUR PERSONAL DATA SECURITY

Downham Market Town Council takes care 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.

We will only keep your data for the purpose it was collected for and only for as long as is necessary to deal with your request, after which time any personal data will be deleted or securely disposed of.

## **5. YOUR RIGHTS**

### **Access to information**

You have the right to request information the Council stores about you. You can do this by contacting us to make a formal request for copies of information. You will be required to provide proof of identity.

If any request is considered to be manifestly unfounded then the request could be refused, or a charge may apply.

### **Personal Information Correction**

If you believe that the information we have about you is incorrect, you may contact us to formally request your personal data is updated, so that we can keep your data accurate.

### **Information Deletion**

If you wish the Council to delete the information about you, please contact us to formally make this request.

### **To Sum Up**

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 review our Privacy Policy to keep it up to date in protecting your data.

**The Data Controller for Downham Market Town Council is:**

**The Town Clerk, who can be contacted at DMTC 6 Market Place Downham Market  
PE38 9DE**

**email: [info@downhammarkettc.co.uk](mailto:info@downhammarkettc.co.uk)**

**END**