



## **PRIVACY NOTICE**

<b>Policy Approved</b>	06 June 2023
<b>Review Body</b>	Full Council
<b>Review Period</b>	Annually
<b>Next Review</b>	April 2024

**Signed:**

**Cllr Lesley Hill, Chair**

## **Leiston-cum-Sizewell Town Council**

### **Privacy Notice**

Leiston-cum-Sizewell Town Council is committed to protecting your privacy when you use our services. Our Privacy Notice explains how we use information about you and how we protect your privacy.

Thank you for visiting our web site. This privacy policy tells you how we use personal information collected at this site and within the organisation.

#### **Your Data Protection Rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

#### **The type of personal information we collect:**

**Website - [www.leistontowncouncil.gov.uk](http://www.leistontowncouncil.gov.uk)**

#### **Cookie/Tracking Technology**

The site may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the Site, and understanding how visitors use the site. Cookies can also help customise the site for visitors.

#### **Personally Identifiable Information**

We collect personally identifiable information, like names, email addresses, when voluntarily submitted by visitors to the website. This information is only used to fulfil your specific request.

#### **Council Offices**

- We collect personally identifiable information, like names, telephone numbers, email addresses, when voluntarily submitted, by telephone and email to the Council Office.
- We collect personally identifiable information, like names, telephone numbers, email addresses in relation to:
  - Staff, Agent and Contractor Administration
  - Advertising, Marketing, Public Relations, General Advice Services
  - Accounts & Records
  - Staff Support Services
  - Research
  - Other Commercial Services
  - Publication of the Town Council Newsletter
  - Crime Prevention and Prosecution of Offenders

#### **Distribution of Information**

We will not share your information with anyone else.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us.
- (b) We have a contractual or legal obligation.
- (c) We have a vital interest.
- (d) We need it to perform a public task.
- (e) We have a legitimate interest.

#### **Commitment to Data Security**

Your personally identifiable information is kept secure. We keep personal information only for as long as we need it. We will then dispose your information either by deleting electronic files or shredding paper files.

#### **Privacy Contact Information**

If you have any questions, concerns, or comments about our privacy policy please contact us.

Name: The Town Clerk  
Leiston-cum-Sizewell Town Council

Address: Main Street, Leiston, Suffolk, IP16 4ER

Phone Number: 01728 830388

E-mail: [townclerk@lesitontowncouncil.gov.uk](mailto:townclerk@lesitontowncouncil.gov.uk)

You can also complain to the ICO (Information Commissioners Office) if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>