

## **SLEAFORD NEIGHBOURHOOD PLAN – PRIVACY NOTICE**

If you contact us, or if you attend a consultation event or return a survey or consultation document, then the personal details that you provide, such as name, address, email address, or phone number (known as 'data') will be processed and stored by Sleaford Town Council. These details will enable us to contact you and provide further information about the Neighbourhood Plan. Your personal information will not be shared with any third party.

### **The Councils Right to Process Information**

Under the General Data Protection Regulations Article 6 (1) (a) (b) and (e), Sleaford Town Council has the right to process data where:

- 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

### **Information Security**

Sleaford Town Council has a duty 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. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested. We will only keep your data for the purpose it was collected for and only for as long as is necessary; after which it will be deleted. You may request the deletion of your data held by Sleaford Town Council at any time by contacting the Town Clerk at:

Sleaford Town Council

The Town Hall, Quayside House, Navigation Yard, Sleaford, Lincs, NG34 7TW.

Email Address: [enquiries@Sleaford.gov.uk](mailto:enquiries@Sleaford.gov.uk)

Telephone numbers: 01529 303456

### **Children**

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

### **Access to Information**

You have the right to request access to the data that we hold on you. You can do this by contacting The Town Clerk as above.

### **Information Correction**

If you believe that data we hold on you is incorrect, you may contact us so that we can update it. Please contact the Town Clerk as above.

### **Information Deletion**

If you wish Sleaford Town Council to delete the data that we hold about you, please contact the Town Clerk as above.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected, you may object to the Town Clerk as above.

### **Rights Related to Automated Decision Making and Profiling**

Sleaford Town Council does not use any form of automated decision making or the profiling of individual personal data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed by Sleaford Town Council then you may make a complaint to the Information Commissioners Office at the e mail address - [casework@ico.org.uk](mailto:casework@ico.org.uk), or by telephoning 0303 123 1113.

### **Privacy policies**

Sleaford Town Council constantly reviews its Privacy Policies to keep them up to date in protecting your data. You can request a copy of those policies by contacting the Town Clerk as above.