



### **Thame Town Council's Privacy Notice (on behalf of Thame Good Neighbour Scheme)**

#### **When you contact us:**

The information you provide (e.g. personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or not be provided to any third party except where absolutely necessary and in conformance with the law.

#### **The Council's Right to Process Information:**

General Data Protection Regulations Article 6 (1) (a) (b) and (e):

- (a) Processing is with consent of the data subject or
- (b) Processing is necessary for compliance with a legal obligation or
- (e) Processing is necessary for the performance of a task carried out in the public interest (e.g. to progress a complaint) or in the exercise of official authority vested in the controller

#### **Information Security:**

Thame 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 normal building security, IT Security and password protection. We will only keep your data for the purpose it was collected for and only for as long as is necessary.

#### **Children:**

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

#### **Data Protection Officer:**

You have the right to contact our Data Protection Officer:

- to request access to the information we hold on you.
- to request the correction of the information we hold on you.
- to request the deletion of the information we hold on you.
- to object to the way that the information we hold on you has been used / processed.

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

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

#### **Conclusion:**

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

#### **Contact:**

You can contact our Data Protection Officer by any of the means at the head of this notice.

#### **Complaints:**

If you have a complaint regarding the way your personal data has been processed you should make the initial complaint to Thame Town Council's Data Protection Officer.

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113 or email: [casework@ico.org.uk](mailto:casework@ico.org.uk)