



Westgate on Sea Town Council Privacy Policy

Adopted 5th November 2019 – Review due November 2020

Our contact details

Name: Westgate on Sea Town Council

Address: 78 St Mildreds Road, Westgate on Sea CT8 8RF

Phone Number: 01843 836182

E-mail: townclerk@westgateonsea.gov.uk

Website: www.westgateonsea.gov.uk

Main point of contact for Data Protection matters is the Town Clerk at the contact details above.

The designated Data Protection Officer is Satswana Limited.

The address is:- Satswana Cyber Security, Pembroke House, St Christopher's Place, Farnborough, GU14 0NH

Email: info@satswana.com

Telephone: 01252 516898

Website: www.satswana.com

What type of information we may have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, including email address)
- This list is not limited to but covers most of the type of data collected.

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- you have accessed our Services via our website, by telephone, by email or by mail

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

(a) Your consent. You can remove your consent at any time. You can do this by contacting Town Clerk by email townclerk@westgateonsea.gov.uk or in writing at Westgate on Sea Town Council, 78 St Mildreds Road, Westgate on Sea, CT8 8RF.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We need it to perform a public task.

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What we do with the information we have

We use the information that you have given us in order to

- To provide, improve and maintain our Services
- To notify you about changes to our Services
- To provide customer support
- To gather analysis or valuable information so that we can improve our Services
- To monitor the usage of our Services
- To provide you with news, events information and updates on projects
- If you are accessing our Services and provided consent to process your individual information, then you can opt out of receiving any communication from us by contacting us by email or in writing.

How we store your information

Your information is securely stored at 78 St Mildreds Road, Westgate on Sea, CT8 8RF. The security of your data is important to us but remember that no method of transmission over the internet, or method of electronic storage is 100% secure. Whilst we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

Information is stored in locked filing cabinets when it involves hard copies; this is disposed of by shredding where our Retention Policy stipulates.

We are required under UK Tax Law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

We keep your data for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example if we are required to retain your data to comply with applicable laws), resolve disputes and enforce our legal agreements and policies. Our email services are provided by Microsoft Office 365 and as such we may store your information with them. We retain the rights, title and interest in the data we store in Office 365. Microsoft will not share your data for advertising purposes or use your data except for purposes consistent with providing our cloud services

We will then dispose your information by shredding if paper copies or deleting from computers for emails.

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 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 information in certain circumstances.

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

Your right to data portability - You have the right to ask that we transfer the 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.

Please contact us at townclerk@westgateonsea.gov.uk, or write to Westgate on Sea Town Council, 78 St Mildreds Road, Westgate on Sea, CT8 8RF if you wish to make a request.

How to complain

In the first instance, please contact the Town Clerk at townclerk@westgateonsea.gov.uk or by letter to Westgate on Sea Town Council, 78 St Mildreds Road, Westgate on Sea, CT8 8RF.

You can also complain to the ICO 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](tel:03031231113)

Date: 05/11/2019