



# SAFFRON WALDEN TOWN COUNCIL

## **Privacy Policy**

| Version | Date Adopted Policy | Minute Reference | Review Date   |
|---------|---------------------|------------------|---------------|
| 1       | 2019                |                  | February 2022 |
| 2       | February 2022       | F&E 032-22       | October 2023  |
| 3       | September 2023      | F&E 120-23       | October 2024  |
| 4       | October 2024        | F&E 162-24 (b)   | October 2025  |
| 5       | September 2025      | F&E 124-25       | October 2026  |

## **Email / Written Correspondence Contact Privacy Notice**

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible 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 provided to any other third party.

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

GDPR (Data Protection Act 2018) Article 6 (1) (a) (b) and (e)

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

The General Data Protection regulation provision allows the lawful sharing of data for any of the following purposes—

(a) the prevention or detection of crime,

(b) the apprehension or prosecution of offenders, or

(c) the assessment or collection of a tax or duty or an imposition of a similar nature,

to the extent that the application of those provisions would be likely to prejudice any of the matters mentioned in paragraphs (a) to (c) above

### **Information Security**

Saffron Walden 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. This is done through appropriate technical measures and appropriate policies.

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.

### **Children**

We will not process any data relating to a child (under 16) without the express parental/guardian consent of the child concerned.

## **Your Rights**

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

### **Information Deletion**

If you wish Saffron Walden Town Council to delete the information about you please contact: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

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

Saffron Walden Town Council does not use automated decision making or profiling of individual personal data.

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

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Saffron Walden Town Council's Data Information Officer: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

The Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113