

## Privacy Notice

### Privacy Notice Summary

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 and we do not sell your data nor pass your data to third parties, unless in accordance with the Council's right to process information. 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 regularly review our policies to keep it up to date in protecting your data. For further information, see our [General Privacy Notice](#). (You can also request copies of our policies at any time).

### When you contact us

The information you provide (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 be not shared or provided to any other third party, unless it meets the Council's right to process information.

### The Council's Right to Process Information

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

- with the consent of the data subject or
- necessary for compliance with a legal obligation or
- 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 Town Council).

### Information Security

Farnham 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 (eg encryption and password), 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 Farnham Town Council at any time).

### **Children**

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

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Town Clerk on Tel: 01252 712667 or email [customer.services@farnham.gov.uk](mailto:customer.services@farnham.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 us on Tel: 01252 712667 or email [customer.services@farnham.gov.uk](mailto:customer.services@farnham.gov.uk)

### **Information Deletion**

If you wish Farnham Town Council to delete the information about you, please contact us on Tel: 01252 712667 or email [customer.services@farnham.gov.uk](mailto:customer.services@farnham.gov.uk) to request this.

### **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 the Town Clerk to register your concerns.

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

Farnham 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 you may make a complaint to Farnham Town Council by contacting the Town Clerk [town.clerk@farnham.gov.uk](mailto:town.clerk@farnham.gov.uk). If you are not satisfied with how your complaint is handled, you may also contact the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

