

A Guide for the Public:

1 THE INTERNET

Please be aware that transmitting information over the internet (including email) is not completely secure and we cannot guarantee the security of personal information sent to or by us over the internet.

Any correspondence with you via the internet is at your own risk.

There are procedures and security features in place to keep your data secure once it has arrived at the Council's computer system. We shall only keep your information as long as it is required for Council business and for the purposes for which you supplied it. Our Record Management Policy details how long we retain various classes of information.

2 DISCLOSURE

The Council will not disclose your personal information to other organisations for marketing, market research or commercial purposes. We may pass on your personal information to other organisations if we have a legal obligation to do so. This includes exchanging information with other councils and Government departments for legal reasons.

3 YOUR RIGHTS

You can find out if we hold any personal information about you by making a 'subject access request' under the Data Protection Act (DPA) 2018. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to;
- let you have a copy of the information in an intelligible form and free of charge;
- (if so requested) destroy the information unless we have a legitimate reason under the DPA for retaining it.

Please make any such request in writing to our Clerk. We will normally respond within 20 days. If at any time you feel that we have failed to meet these standards then please contact our Chair or make a complaint direct to the Information Commissioner using their website:
<http://www.ico.org.uk/concerns>

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