



Email Contact Privacy Notice

EPWORTH TOWN COUNCIL

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.

Cemetery Lodge
Burnham Road
Epworth
Doncaster
North Lincolnshire
DN9 1BY

The Councils Right to Process Information

General Data Protection Regulations 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

Tel: (01427) 872086

Information Security

Epworth 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 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 Epworth 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 clerk, our Data Information Officer:

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 the clerk to request this.

Information Deletion

If you wish Epworth Town Council to delete the information about you, please contact the clerk 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 clerk to object.

Rights Related to Automated Decision Making and Profiling

Clerk: Caroline Maguire 01427 872086 answer phone
Mobile: 077343 86628 9am - 5pm Monday – Friday
E-mail: clerk@epworthtowncouncil.com

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



EPWORTH TOWN COUNCIL

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Epworth Town Council Data Information Officer: The Clerk contact details below and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

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Summary: In accordance with the law, Epworth Town Council only collects a limited amount of information about you that is necessary for correspondence, information, and service provision. Epworth Town Council does not use profiling, we do not sell or pass your data to third parties. Epworth Town Council does not use your data for purposes other than those specified. Epworth Town Council makes sure your data is stored securely. Epworth Town Council deletes all information deemed to be no longer necessary. Epworth Town Council will review our Privacy Policies to keep them up to date in protecting your data. (You can request a copy of our policies at any time). **Tel: (01427) 872086**

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Mobile: 077343 86628 9am - 5pm Monday – Friday
E-mail: clerk@epworthtowncouncil.com**