



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk
clerk@morecambe.gov.uk

Proper Officer: Mr Luke Trevaskis

Privacy Notice

Adopted on 3 December 2020

When you contact us : The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored by Morecambe Town Council (the Council) to enable us to contact you and respond to your correspondence, provide information and/or allow you access to our facilities and services. Your personal information will be not shared or provided to any other third party.

The Council's Right to Process Information: The Council's right to process information is set out in the General Data Protection Regulations Article 6 (1) (a) (b) and (e). The Council will only process information where:

- 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.
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Information Security: The 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 for which it was collected, and only for as long as is necessary. Once this period elapses, the data will be deleted. You may request the deletion of your data held by the Council at any time.

Children: The Town Council does not anticipate a need to process children's information. If this does become necessary, we will not process any data relating to a child (defined as under 18) without the express consent of the child's parent or guardian.

Access to Information: You have the right to request access to the information the Town Council holds on you. You can do this by contacting the Town Clerk using the contact details provided below.

Information Correction: If you believe that the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Town Clerk to request this.

Information Deletion: If you wish the Council to delete the information about you please contact the Town 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 Town Clerk to object.

Rights Related to Automated Decision Making and Profiling: The Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: 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 Policies to keep it up to date in protecting your data. You can request a copy of our policies at any time.

Complaints: If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Town Council by following our Complaints Procedure, available on the Council's Website, or by contacting the Information Commissioners Office.

Information Commissioner's Officer
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113