



## TORPOINT TOWN COUNCIL

1-3 Buller Road, Torpoint, Cornwall PL11 2L

Telephone - 01752 814165

[admin@torpointtowncouncil.gov.uk](mailto:admin@torpointtowncouncil.gov.uk)

[www.torpointtowncouncil.gov.uk](http://www.torpointtowncouncil.gov.uk)

Town Clerk & RFO – Mrs Milly Southworth Cert (HE), BA (Hons), FSLCC

Torpoint Town Council  
1 – 3 Buller Road  
Torpoint  
Cornwall  
PL11 2HY

### 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 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.

#### 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

#### Information Security

Torpoint 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 policies. Copies of these are available on request.

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 Torpoint 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.

#### 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.



## **Information Deletion**

If you wish Torpoint Town Council to delete the information about you please contact the Town Clerk & RFO 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.

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

Torpoint Town Council does not use any form of automated decision making nor 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 Torpoint Town Council Data Information Officer: Mrs C F Southworth, and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

## **Contact Details**

**If you have any questions or requests regarding data held by Torpoint Town Council please contact**

**Torpoint Town Council, Town Clerk and RFO, Mrs C F Southworth  
Cert (HE), BA (Hons), FSLCC**

**Tel: 01752 814 165**

**Email: [clerk@torpointtowncouncil.gov.uk](mailto:clerk@torpointtowncouncil.gov.uk)**

