



PRIVACY NOTICE FOR MEMBERS OF THE PUBLIC

Reviews: October 2023



Contents

- Attending Town Council Meetings..... 4
- Written Correspondence via Email or Letter 4
- The Councils Right to Process Information 4
- Information Security 5
- Children..... 5
- YOUR RIGHTS 5
 - Access to Information 5
 - Information Correction 5
 - Information Deletion 5
 - Right to Object 5
 - Rights Related to Automated Decision Making and Profiling..... 5
- Conclusion..... 5
- Complaints 6

PRIVACY NOTICE FOR MEMBERS OF THE PUBLIC

Attending Town Council Meetings

At the beginning of each Full Council Meeting the Mayor will read the following script

“When providing your name and address prior to addressing the meeting, please confirm or otherwise, that you consent to your personal details being recorded in the Minutes. Your personal data will be processed as directed by GDPR Article 5.”

When you attend and speak at a Town Council Meeting you must be a registered elector of Faversham and give your full name and address before speaking. If you provide positive consent at the time of asking your question or making a statement, your details may be included in the written notes. Your name only will appear in the Minutes and will be on record in perpetuity in the Minute Book and Town Council’s website. The information you provide will only be processed and stored for this reason.

Written Correspondence via Email or Letter

The personal information you provide, such as name, address, email address, phone number will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information about forthcoming meetings and/or access our facilities and services. Your personal information may be shared to Town Councillors, where appropriate, but will be not shared or provided to any other third party without your prior consent. Correspondence will be retained as prescribed in the Document Retention Policy, ie emails for no longer than 6 months.

The Councils Right to Process Information

GDPR (Data Protection Act 2018) 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

Faversham Town Council ensures 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.

We will only keep your data for the purpose it was collected and only for as long as is necessary. After which it will be deleted.

Children

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

YOUR RIGHTS

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our the Town Clerk louise.bareham@favershamtowncouncil.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: louise.bareham@favershamtowncouncil.gov.uk

Information Deletion

If you wish Faversham Town Council to delete the information about you please contact: louise.bareham@favershamtowncouncil.gov.uk

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 louise.bareham@favershamtowncouncil.gov.uk

Rights Related to Automated Decision Making and Profiling

Faversham Council does not use automated decision making or 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.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Faversham Council Town Clerk:

louise.bareham@favershamtc.co.uk and the Information Commissioners Office
casework@ico.org.uk Tel: 0303 123 1113