Stratford-upon-Avon Town Council

Town Hall
Sheep Street
Stratford-upon-Avon
CV37 6EF
Tel: 01789 269332 Email: info@stratford-tc.gov.uk

Contact 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 so that it is possible 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**

  GDPR (Data Protection Act) Article 6 (1) (a) (b) and (e)

  - Processing is with consent of the data subject
  - Processing is necessary for compliance with a legal obligation
  - 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**

  Stratford-upon-Avon Town Council is committed to ensuring the security of personal data. The Council will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure

which will be achieved by appropriate technical measures and relevant policies.

The Town Council will only keep data for the purpose for which it was collected and only for as long as is necessary, thereafter it will be deleted.

- **Children**

  The Town Council 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 the Town Council retains about you. You can do this by contacting the Town Council: info@stratford-tc.gov.uk

Information Correction

In order for data to remain accurate, if you believe that the information the Town Council has about you is incorrect, you may contact the Town Council so that the records can be updated. Please contact info@stratford-tc.gov.uk

Information Deletion

If you wish Stratford-upon-Avon Council to delete the information about you, please contact the Town Council info@stratford-tc.gov.uk to request this

Right to Object

If you believe that your data is not being processed for the purpose it has been collected, you may object. Please contact info@stratford-tc.gov.uk to object.

Rights Relating to Automated Decision Making and Profiling

Stratford-upon-Avon Council does not use any form of automated decision making or the profiling of individual personal date.

To Sum Up

In accordance with the law, Stratford-upon-Avon Town Council will only collect a limited amount of information about you that is necessary for correspondence, service provision or the staging of events. The Council does not sell or pass your data to third parties and does not use your data for purposes other than those specified. The Council strives to ensure that your data is stored securely and all information that is deemed to be no longer necessary is deleted. The Council's Governance & Policies Panel constantly reviews their Privacy Policy to keep it fit for purpose 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 the Town Clerk, caroline.nash@stratford-tc.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Caroline Nash
Town Clerk
April 2025