

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
Council Offices
Fairway Hall
Brook Close
Borehamwood
WD6 5BT
020 8207 1382

Email 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 to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.

The Council's 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

Elstree and Borehamwood 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 for which it was collected and only for as long as is necessary, after which it will be deleted. (You may request the deletion of your data held by Elstree and Borehamwood Town Council at any time).

Children

We will not process any data related 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 THE Council has on you. You can do this by contacting our Data Information Office, H R O Jones (clerk@elstreeborehamwood-tc.gov.uk 0208 2017 1382).

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 H R O Jones (clerk@elstreeborehamwood-tc.gov.uk 0208 207 1382) to request this.

Information Deletion

If you wish Elstree and Borehamwood Town Council to delete the information about please contact H R O Jones (clerk@elstreeborehamwood-tc.gov.uk 020 8207 1382) to request this.

Right to Object

If you believe that your data is not being processed for the purpose for which it has been collected, you may object. Please contact H R O Jones (clerk@elstreeborehamwood-tc.gov.uk 0208 2017 1382) to object.

Rights Related to Automated Decision Making and Profiling

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

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complain to Elstree and Borehamwood Town Council Data Information Officer, H R O Jones (clerk@elstreeborehamwood-tc.gov.uk 0208 2017 1382) and the Information Commissioner's Office (casework@ico.org.uk 0303 123 1113).

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