



## Declaration of Acceptance of Office Councillor Privacy Notice

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### When you sign your Declaration of Acceptance of Office and take your seat on Stamford Town Council

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. (The Council ask that you use the provided dedicated email address for conducting Council business). Your role as a councillor requires the publication of your name and certain contact details. This information will be published by the Council.

You may provide additional contact details which are not for publication. If you do so, the Council will hold that information with your express consent and the information will not be shared with any third party.

### The legal basis for the Council's Right to Process Your 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

Stamford 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 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 Stamford Town Council at any time).

### Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Town Clerk, who is the Data Protection Officer.

### 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 email the Town Clerk to request this.

### Information Deletion

If you wish Stamford Town Council to delete the information about you, please email 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

Stamford 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 complaint to the Town Clerk Email [townclerk@stamfordtowncouncil.gov.uk](mailto:townclerk@stamfordtowncouncil.gov.uk) Tel: (01780 753808) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, Stamford Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision.

- Stamford Town Council do not use profiling; we do not sell or pass your data to third parties.
- Stamford Town Council do not use your data for purposes other than those specified.
- Stamford Town Council make sure your data is stored securely.
- Stamford Town Council delete all information deemed to be no longer necessary.
- Stamford Town Council 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).