



## PRIVACY NOTICE

When you contact Bury St Edmunds Town Council:

- The personal information you provide will be processed and stored so that it is possible to contact you and respond to your correspondence, send invoices and receipts relating to our service provision.
- Your personal information will not be shared with a third party without your consent.

**Right to Process Information.** (GDPR Article 6 (1) (a) (b) and (c)). 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 contract with the data subject or to take steps to enter into a contract.

**Information Security.** Bury St Edmunds Town Council aims to ensure the security of personal data. We ensure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through technical measures and the application of relevant policies. 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 or destroyed.

**Access to Information.** You have the right to request access to the information we have about you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

**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 Bury St Edmunds Town Council to delete the information about you, please contact us.

**Right to Object.** If you believe that your data is not being processed for the purpose it has been collected for, you may object, so please contact us.

**Rights Related to Automated Decision Making and Profiling.** Bury St Edmunds Town Council does not use automated decision making or profiling of personal data. In accordance with legislation, 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 ensure your data is stored securely. We delete or destroy all information that it is not necessary to hold. We review our Privacy Policies constantly to keep it up to date in protecting your data.



**BURY ST EDMUNDS  
TOWN COUNCIL**

**Complaints.** If you have a complaint about the way your personal data has been processed, you may make a complaint to the Council or the Information Commissioners Office: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.