

# Axminster Town Council

## Privacy (Data Protection) Policy



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## 1. Introduction - What is this policy for?

This privacy policy sets out how Axminster Town Council collects, manages and stores data in line with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and other legislation relating to personal data and rights.

GDPR is designed to create common privacy requirements across the EU.

Axminster Town Council takes a proactive approach to privacy and ensures the necessary steps are taken to protect individuals' personal data.

## 2. Your Personal Data

Personal data is information which enables identification (for example name, email address, postal address and phone number). Personal information you provide to Axminster Town Council will be processed and stored so that it is possible to contact you and respond to your enquiry. Your personal information will not be shared with any third party without your prior consent.

Axminster Town Council's Right to Process Information UK GDPR  
Articles 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."*

Other data controllers the Council works with:

We may need to share your personal data with other tiers of local government and contractors so that they can carry out their responsibilities to the Council.

## 3. Your Personal Data Security

Axminster Town Council takes care 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.

We will only keep your data for the purpose it was collected for and only for as long as is necessary to deal with your request, after which time any personal data will be deleted or securely disposed of.

## 4. Your Data Rights

### 4.1 Access to Your Information

You have the right to request copies of the information Axminster Town Council stores about you. You can do this by contacting us to make a formal request for copies of the information. You will be required to provide proof of identity.

### 4.2 Personal Information Correction

If you believe that the information we have about you is incorrect, you may contact us to formally request your personal data is updated so that we can keep your data accurate.

### 4.3 Information Deletion

If you wish Axminster Town Council to delete the information about you, please contact us to formally make this request.

## 5. Summary

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 Policy to keep it up to date in protecting your data.

For further information and a guide to the General Data Protection Regulation (GDPR) please visit the [Information Commissioners Office \(ICO\) website](#).

## 6. Complaints

If you believe that your personal data is not being processed for the purpose it has been collected or you have a complaint regarding the way your personal data has been processed, you may state your concerns directly to the Town Clerk, [clerk@axminstertowncouncil.gov.uk](mailto:clerk@axminstertowncouncil.gov.uk), or to the Information Commissioner's Office (ICO) by visiting the website above to make a complaint or by calling their helpline on 0303 123 1113.

## Revision Schedule

First Adopted	Review Schedule	Current version	Last Adopted	Minute Reference	Date of Next Review
30/03/2026	Annually	Version 1	30/03/2026	EFC 26/101.i	March 2027