



COLEHILL TOWN COUNCIL

PRIVACY NOTICE – ADOPTED 16th June 2026

1. When you contact us

- 1.1 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 be not shared or provided to any other third party.

2. The Councils Right to Process Information

- 2.1 Colehill Town Council is permitted to process information under the General Data Protection Regulations Article 6(1), sections (a) (c) and (e)
- (a) Processing is with consent of the data subject or
 - (c) Processing is necessary for compliance with a legal obligation or
 - (e) 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

3. Information Security

- 3.1 Colehill 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.
- 3.2 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 Colehill Town Council at any time).

4. Children

- 4.1 We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

5. Access to Information

- 5.1 You have the right to request access to the information we have on you. You can do this by contacting the Town Clerk.

6. Information Correction

- 6.1 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 the Town Clerk.

7. Information Deletion

7.1 If you wish Colehill Town Council to delete the information about you please contact the Town Clerk to request this.

8. Right to Object

8.1 If you believe that your data is not being processed for the purpose it has been collected, please contact the Town Clerk to object.

9. Rights Related to Automated Decision Making and Profiling

9.1 Colehill Town Council does not use any form of automated decision making or the profiling of individual personal data.

10. Conclusion

10.1 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.

11. Complaints

11.1 If you have a complaint regarding the way your personal data has been processed you may make a complaint to Colehill Town Council Town Clerk or to the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Version History

Date	Summary of Changes
7/4/21	New Policy
5/4/22	Reviewed, no changes
11/4/23	Reviewed, no changes
20/8/24	Reviewed, no changes
26/8/25	Reviewed, no changes
16/6/26	Council name change

This Policy will be reviewed annually, next review due June 2027.