Central Milton Keynes Town Council Privacy Notice

This privacy notice is to aid transparency between CMK Town Council and those that interact with us with regard to how we use your data and what your rights are regarding that data.

Our contact details

Name: CMK Town Council

Address: 413 Midsummer Boulevard, Milton Keynes, MK13 8AU

Phone Number:01908 766176

E-mail:clerk@cmktowncouncil.gov.uk

Website: cmktowncouncil.gov.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example- name and address details) where provided.
- IP addresses of visitors to our website.
- Email addresses of those individuals that interact with us or who sign up to any online services we may offer.
- Financial information will be collected if in the future the council provides chargeable services.
- Employee details.
- Councillor details.

How we get could your personal information and why we would collect it

Most of the personal information we process is or will be provided to us directly by you for one of the following reasons:

- Because you are a user of council services.
- To allow us to deliver a contractual service to you or because you have asked us to do something before entering into a contract, for example.
- Because you wish us to make representations on your behalf (for example to Milton Keynes City Council or in connection with a planning application).

We use the information that you have given us in order to provide the service that you have requested of us.

We may share this information with our employees, councillors and/or professional advisors, third party service providers who may provide services to us, for example payment providers.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the parish clerk at clerk@cmktowncouncilgov.uk, or by calling 01908 766176, or writing to the clerk at CMK Town Council, Margaret Powell House, Midsummer Boulevard, MK9 3BN

(b) We have a contractual obligation.

(c) We have a legal obligation.

How we store your personal information

Your information is securely stored in a Google Drive cloud storage system. The servers are located throughout the world, but are covered by the Google Data Privacy Framework Certification (which complies with European Data Protection Legislation).

We keep financial records for 7 years. Employee records will be kept for 2 years subsequent to leaving employment.

We keep emails and correspondence that you send us and we send you for 2 years unless a longer period is necessary to fulfil the purposes outlined in this privacy notice.

When personal data is no longer needed, or you request us to delete it, we will dispose of your information by deleting electronic data and the secure disposal of paper records.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at clerk@cmktowncouncilgov.uk, or by calling 01908 766176, or writing to the clerk at CMK Town Council, Margaret Powell House, Midsummer Boulevard, MK9 3BN if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at clerk@cmktowncouncilgov.uk, or by calling 01908 766176, or writing to the clerk at CMK Town Council, Margaret Powell House, Midsummer Boulevard, MK9 3BN.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk