



Adopted August 2019

## Privacy Policy

This document should be read in conjunction with the Council's Privacy Notice for Councillors.

This policy covers the treatment of personally identifiable information that Tuxford Town Council collects when you are visiting our Website and associated websites.

Tuxford Town Council regards your privacy as a user of its website as important. Any information you supply to the Council voluntarily will be treated in accordance with the Data Protection Act 2018.

Possible information you may provide includes name, address, email details and telephone number. You may be asked to volunteer this information when you request a service from the Council via the Internet, when you submit an email or feedback form, or when you make and receive payments.

The Council will never collect personal information about you without your knowledge, and the Council will only use that information for a known reason. Information provided will not be passed to outside organisations, agencies or individuals, unless there is a legal requirement to do so.

Wherever a link is provided to an external Website, you are advised to read their privacy statement as Tuxford Town Council is not responsible for any website other than [www.tuxfordtowncouncil.gov.uk](http://www.tuxfordtowncouncil.gov.uk)

### **Policy History and Review**

This policy was approved by Tuxford Town Council on 01 August 2019 and took effect from 05 August 2019.

In the event of any significant change to the legal position on Privacy, any relevant statutory requirements or any other related matter, this policy will be subject to review. In the event of no change the policy will be reviewed by August 2020.

Approved: ..... Chairman of the Council

Date: ...../...../.....

Folio Reference: .....