



## Lydney Community Support Group Privacy Notice

### ***Why we collect and use your information:***

Lydney Town Council is the data controller for the personal information we collect from you. Lydney Town Council/Lydney Community Support Group will collect and use your personal information in order to help coordinate and respond to the Covid-19 emergency.

Lydney Town Council can share your data with the Lydney Community Support Group and may share your data with other local Councils (e.g. Forest of Dean District Council, Gloucestershire County Council).

### ***The information we collect about you:***

Lydney Town Council will collect only the personal information we need to perform our functions. We will collect name, contact details (e-mail address, postal address, postcode and phone number).

We may also collect:

- Information about how you can help with the response to the emergency
- What help you or a neighbour need
- What help you, or your business, can give or professional skill you can offer

### ***How we use your information:***

If you have volunteered to help then with your consent we will share that information with the Lydney Community Support Group for them to contact you. Once they have received this information they should inform you about how they are going to use that information and your rights over its use.

### ***How long we keep your information for:***

We will only keep your information for as long as the Covid-19 pandemic exists in England. Once the pandemic has passed we will dispose of your data.

### ***Your rights:***

#### **Right to withdraw consent:**

You have the right to withdraw your consent to Lydney Town Council processing your information. To do this, please e-mail [town.clerk@lydneytowncouncil.co.uk](mailto:town.clerk@lydneytowncouncil.co.uk), call 01594 842234 or write to us at Lydney Town Council, Council Chambers, Claremont House High Street, Lydney, GL15 5DX. Please be aware that there are some situations where we are still allowed to keep and use your information, even when you have withdrawn consent.

#### **Access to your information:**

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please contact the Town Clerk.

#### **Correction of inaccurate information:**

You have the right to request that Lydney Town Council correct information that you believe is inaccurate or incomplete. You may not be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

#### **The right to be forgotten (erasure):**

You have the right to request that Lydney Town Council delete your information when there is no compelling reason for us to continue using it. Please be aware that in certain situations we are still allowed to keep and use your information, even when you request that it should be erased.

**The right to object:**

You have the right to object to us using your information if you feel we have used it outside the remit of our public tasks. Please be aware that in certain situations we are allowed to still use your information if there are compelling legitimate grounds to do so.

**How to contact us:**

Please contact us if you have any questions about this privacy notice:

**By e-mail:**

[Town.clerk@lydneytowncouncil.co.uk](mailto:Town.clerk@lydneytowncouncil.co.uk)

**In writing:**

Lydney Town Council  
Council Chambers  
Claremont House  
High Street  
Lydney  
Glos  
GL15 5DX

**By telephone:**

01594 842234

**Using your rights:**

If you wish to use any of these rights please contact us using one of the methods outlined above.

**Making a complaint to the Information Commissioner**

If you wish to make a complaint about how we use your personal data to the Information Commissioner's Office, you can contact them by visiting their website at <https://ico.org.uk/> or calling 0303 123 1113.