



PRIVACY NOTICE

Policy Approved	08 April 2024
Review Body	Full Council
Review Period	Annually
Next Review	April 2025

Signed:

A handwritten signature in black ink that reads "L. M. Hill".

Clr Lesley Hill, Chair

Leiston-cum-Sizewell Town Council

Privacy Notice

Leiston-cum-Sizewell Town Council is committed to protecting your privacy when you use our services. Our Privacy Notice explains how we use information about you and how we protect your privacy.

Thank you for visiting our web site. This privacy policy tells you how we use personal information collected at this site and within the organisation.

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.

If you have any questions, concerns, or comments about our privacy policy please contact us.

Name: The Town Clerk
Leiston-cum-Sizewell Town Council

Address: Main Street, Leiston, Suffolk, IP16 4ER

Phone Number: 01728 830388

E-mail: townclerk@lesitontowncouncil.gov.uk

You can also complain to the ICO (Information Commissioners Office) 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>