



# Privacy Notice for March Town Council

## 1. Introduction

At March Town Council, we are committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, share, and store your personal data. It also outlines your rights in relation to the personal information we hold about you. We process personal data in accordance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

## 2. Data Controller

March Town Council is the data controller responsible for your personal data. If you have any questions or concerns about how we handle your personal information, please contact us using the details provided in Section 10.

## 3. Information We Collect

We may collect and process the following categories of personal data:

- Contact information, including name, address, email address, and telephone number.
- Demographic information, such as age, gender, and occupation.
- Financial details for processing payments or managing accounts, where applicable.
- Information related to your interactions with us, including event attendance, enquiries, or complaints.
- CCTV footage and images captured during our events or on our premises.

## 4. Purposes of Processing

We process your personal data for the following purposes:

- To respond to your enquiries and provide information about our services and events.
- To process payments and manage accounts, where applicable.
- To send you communications related to our activities, events, and updates.
- To comply with legal obligations or regulatory requirements.
- To manage and monitor the security of our premises and events using CCTV.

## 5. Legal Basis for Processing

Our processing of your personal data is based on one or more of the following legal bases:

- Performance of a contract: Processing necessary for the performance of a contract with you (e.g., when you attend an event).
- Legitimate interests: Processing necessary for our legitimate interests or those of a third party, provided your fundamental rights are not overridden.
- Compliance with legal obligations: Processing necessary to comply with legal obligations to which we are subject.
- Consent: Processing with your explicit consent for specific activities.

## 6. Data Sharing

We may share your personal data with:

- Third-party service providers who assist us in delivering our services and events (e.g., event management companies, IT support, payment processors).
- Law enforcement agencies, regulatory authorities, or other legal entities where required by law or to protect our rights and interests.

We will never sell or rent your personal data to third parties.

## 7. Data Security

We take data security seriously and implement appropriate technical and organisational measures to protect your personal data from unauthorised access, disclosure, alteration, or destruction.

## 8. Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes for which it was collected, as required by law, or as needed to address any queries, complaints, or legal claims.

## 9. Your Rights

You have the following rights regarding your personal data:

- Right to access: You can request a copy of the personal data we hold about you.
- Right to rectification: You can ask us to correct inaccurate or incomplete personal data.
- Right to erasure: You can request the deletion of your personal data under certain circumstances.
- Right to restrict processing: You can ask us to limit the processing of your personal data in certain situations.
- Right to data portability: You can obtain and reuse your personal data for your own purposes across different services.
- Right to object: You can object to the processing of your personal data in certain circumstances.
- Right to withdraw consent: If we process your data based on consent, you can withdraw it at any time.

## 10. Contact Information

If you have any questions or wish to exercise your rights under this Privacy Notice, please contact us at:

March Town Hall, Market Place, March, PE15 9JF

## 11. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our practices or legal obligations. Any updates will be published on our website, and the revised version will be effective from the date of publication.