**PRIVACY NOTICE (EXTERNAL)**

**General**

March Town Council respects the privacy of our customers and suppliers.

Our privacy goal is to protect, collect and use personal information provided to us as if it is our own. We do not trade, sell or lease personal information entrusted to us.

We only collect basic personal information required in order to conduct our business as a Town Council.

We are required under UK law to retain basic information relating to any financial transactions for a minimum period according to current legislation. If you no longer have a business relationship with us after the elapsed period, we will remove that information.

**Information we collect**

We only collect sufficient information from you directly in order to provide services you request or for the supply of products and services to us and to manage these services. The legal basis for holding this information is deemed to be contractual obligation and/or legitimate interest.

Cookies - We may use various technologies to collect and store information when you visit our website, including using cookies or similar technologies. We only use these technologies to provide an enhanced user experience and to analyse traffic to our website.

**How we use the information we collect**

We will only use the information we collect for the purposes described in this Privacy Policy and when the law allows us to do so. We will generally use your personal information on the following lawful grounds:

Where the use of your personal information is necessary for the performance of a contract we are about to enter into or have entered into with you.

Where the use is necessary for the purposes of our legitimate interests.

Where we need to comply with a legal or regulatory obligation.

Occasionally, we may use your information to contact you to complete surveys that we use for marketing and quality assurance purposes.

We will ask you for your consent before using information for purposes not detailed in our Privacy Policy. You can withdraw your consent at any time by contacting us at the address below.

**Security of Personal Information**

March Toon Council is committed to taking reasonable efforts to secure the personal information we hold. To protect the privacy of any personal information you may have provided to us, we employ industry-standard controls including, but not limited to, physical access controls, system and software access controls, firewalls and cybersecurity measures.

**Updating and Access to Your Personal Information and Privacy Preferences**

Under certain circumstances, you have the right to access, correct, or remove your personal information at any time. You can also object to or restrict the use of your personal information, or request the transfer of your personal information to a third party.

Contact: Mr C Lemmon, Clerk to March Town Council
 Town Hall, Market Place, March, Cambs
 PE15 9JF