



# CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

## Privacy Notice for Neighbourhood Plan Regulation 14 Consultation

### What data do we collect?

Name, address, email address

### What is our lawful basis for processing this data?

Consent

### Why do we need it and what do we do with it

We are required to respond to all comments received as part of the Neighbourhood Plan Regulation 14 Consultation and publish a summary of the comments made and our response to these comments. The respondent's name will be used in order to identify the response. Address and email details are required for contact purposes associated with Chippenham Neighbourhood Plan, and to make sure that the Plan reaches all sectors of the Chippenham community.

### How long do we keep it?

3 years

### Who we share this information with and why?

Wiltshire Council for the purposes associated with the Neighbourhood Plan

Other than this, we do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

### What are your rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).

4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

#### Contact information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Identity of data controller: Chippenham Town Council

Postal address: The Town Hall, High Street Chippenham, Wiltshire, SN15 3ER

Email: [enquiries@chippenham.gov.uk](mailto:enquiries@chippenham.gov.uk)

Phone: +44 (0) 1249 446699

You can contact our Data Protection Officer: [dpo@chippenham.gov.uk](mailto:dpo@chippenham.gov.uk)

#### Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at [dpo@chippenham.gov.uk](mailto:dpo@chippenham.gov.uk).

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Phone: 0303 123 1113