



## **GATE LICENCES**

### **Information collected**

- Customer name
- Contact details (address, telephone number, email address)

### **Purpose for processing**

The Council has a requirement to process the above information for the investigation of Complaints, Compliments and/or Comments. We operate under the Data Protection Act 2018 and other regulations such as GDPR. We request the minimum amount of information and it is stored securely in a protected server.

### **Length of time we keep your information**

6 years after the record has been closed.

### **Updates to this privacy notice**

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how West Mersea Town Council is protecting your information.

The privacy notice was last updated on 7 November 2019.