

## **Llandysul Community Council Contractors Database Privacy Notice**

We need to make you aware that Llandysul Community Council (LCC) collects information about contractors that have completed work or submitted tenders, and stores it on a database created by us.

### **Using your personal information**

We will only use your personal information to ask you to submit quotes for any work that LLC needs to complete to support our legal obligations and public task.

### **Collecting your information**

Personal information we will collect is:

- Business Name
- Postal address
- Business contact telephone number
- Business email address

### **How we collect your information**

We will collect information about you from:

- Business websites / Facebook page
- Previous submitted tenders from you
- Emails from you
- Telephone calls from you

### **Sharing your information**

We will ensure that if your information needs to be supplied as part of any legal duty on us, i.e auditing; that the body it is supplied to will comply with data protection legislation. We will manage this by requiring them to agree to these terms and by checking that they comply. This include the personal information stored on the database we created.

### **Storing your information**

We will only keep your information for the minimum period necessary. After this time, information is deleted/destroyed. Any of your information that is connected to the financial management of the council will be kept securely for 7 years as is required by law.

### **Your rights**

Under data protection legislation, you have the right to:

- To be informed of the personal data Llandysul Community Council holds about you and to access it.
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing

- for (in certain circumstances) your data to be 'erased'
- to (in certain circumstances) data portability
- to lodge a complaint with the Information Commissioners Office (ICO) who is our independent regulator for data protection

If you have concerns about the way we handle your information, you can contact the Information Commissioner's Office [ico.org.uk/concerns/handling/](https://ico.org.uk/concerns/handling/)

### **Contacting us**

For requests for information under the GDPR, please contact the Clerk [ccllandysulcc@hotmail.co.uk](mailto:ccllandysulcc@hotmail.co.uk)