

### Retention policy

<b>Retention Period</b>	Our retention policy can be obtained by contacting the Clerk, or visiting our website.
<b>Where stored:</b>	Electronic, paper
<b>Authority:</b>	Fordbridge Town Council
<b>Information Asset Owner:</b>	Fordbridge Town Council
<b>Location Held:</b>	Electronically or Secure File
<b>Permanent Preservation:</b>	No
<b>Sensitive Personal Data:</b>	No

### **Rights of Data Subjects**

<b>The right to be informed</b>	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
<b>The right of access</b>	Data subjects have the right to learn what PII is held on them by whom and why
<b>The right of rectification</b>	Data subjects can request corrections to their PII
<b>The right to erase</b>	Data subjects can request to be forgotten
<b>The right to restrict processing</b>	Data subjects can ask organisation to stop processing their PII
<b>The right to data portability</b>	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
<b>The right to object</b>	Data subjects can object to organisation processing their PII
<b>Automated decision making and profiling</b>	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website.