

# Privacy Notice - Visit Felixstowe and Felixstowe Forward

<p>Introduction</p>	<p><b>Visit Felixstowe and Felixstowe Forward</b> have provided this privacy notice to help you understand how we collect, use and protect your information whilst we provide you with tourism, business and community initiatives, promotions, special offers, latest news and upcoming events in Felixstowe.</p> <p>Visit Felixstowe and Felixstowe Forward are part of <b>East Suffolk Council</b> (Suffolk Coastal District Council and Waveney District Council).</p> <p>The document below will describe how we may collect and process your personal information. The purpose of this document is to clearly acknowledge the councils' responsibilities in relation to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.</p>
<p>Definitions</p>	<p><b>Personal Data</b> means any information related to an identified or identifiable natural (living) person ('<b>data subject</b>') i.e. a person that can be directly or indirectly identified by reference to a name, ID reference number, email address, location data, or physical, physiological, genetic, mental, economic, cultural or societal identifier.</p> <p><b>Special Personal Data</b> previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data, health, sex life or sexual orientation. Records of criminal personal data must also be treated in a similar way. <b>Note: Visit Felixstowe and Felixstowe Forward does not collect this type of data.</b></p> <p><b>Data Controller</b> determines the purposes and means of processing personal data.</p> <p><b>Data Processor</b> is responsible for any operation which is performed on personal data on behalf of the controller e.g. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.</p> <p><b>Third Party</b> is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.</p>
<p>Who we are</p>	<p>The Felixstowe Forward (Visit Felixstowe) initiative was established on the 1 April 2015 and was created by the three sponsoring local authorities: Suffolk Coastal District Council, Felixstowe Town Council and Suffolk County Council. The aim of Felixstowe Forward is to develop a collective approach to tackling the town's key challenges and opportunities. Engagement with a wide range of business and community groups is central to developing a plan of action which will improve the economic, social and environmental wellbeing of Felixstowe.</p>

	<p>Felixstowe Forward is also one of the 'Coastal Community Teams' set up around Britain enabling local communities to come together and develop a common vision and plans for their area.</p> <p>We are the 'data controllers' for the information which is collated and processed. This means we are responsible for deciding how we can use your information. If you want more information regarding the services delivered, please go to our website - <a href="http://www.visitfelixstowe.org.uk">www.visitfelixstowe.org.uk</a></p> <p>The councils (Suffolk Coastal District Council and Waveney District Council) regard lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between the councils and those with whom they carry out business. The councils will ensure that they treat personal information correctly in accordance with the law.</p> <p>The services provided by Visit Felixstowe and Felixstowe Forward are discretionary.</p> <p>The Data Protection Officer for SCDC and WDC is Siobhan Martin, Head of Internal Audit, and can be contacted at <a href="mailto:dataprotection@eastsoffolk.gov.uk">dataprotection@eastsoffolk.gov.uk</a></p>
How the law protects you	<p>GDPR says that we are allowed to use personal information only if we have a proper reason to do so. More information on how the law protects you can be found on the <a href="#">East Suffolk website</a>.</p>
Our Responsibilities	<p>GDPR provides us with main responsibilities for processing personal data.</p> <p>All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with GDPR.</p> <p>For further information on our responsibilities, please see the <a href="#">East Suffolk website</a>.</p>
Your Rights	<p>The GDPR provides you with the following rights:</p> <ol style="list-style-type: none"> <li>1. The right to be informed</li> <li>2. The right of access</li> <li>3. The right to rectification</li> <li>4. The right to erasure</li> <li>5. The right to restrict processing</li> <li>6. The right to data portability</li> <li>7. The right to object</li> <li>8. Rights in relation to automated decision making</li> <li>9. The right to withdraw consent</li> <li>10. The right to complain</li> </ol> <p>Any requests in relation to your rights with regards to the personal data we hold should be made verbally or in writing to the Data Protection Officer.</p> <p>For further information on your rights, please see the <a href="#">East Suffolk website</a>.</p>
Your responsibilities	<p>You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.</p>
When do we collect	<p>We collect information about you from different places, including:</p>

<p>information about you?</p>	<ul style="list-style-type: none"> <li>• Our online mailing list subscription form on <a href="http://www.visitfelixstowe.org.uk">www.visitfelixstowe.org.uk</a></li> <li>• Our paper subscription form used at meetings and events.</li> <li>• Questionnaires and surveys.</li> <li>• Consultations.</li> <li>• Competition entries.</li> </ul>
<p>What information do we maintain?</p>	<p>The information about you which we will maintain will include:</p> <ul style="list-style-type: none"> <li>• Name (first and last).</li> <li>• Postal Address (if applicable, mainly for business-to-business contacts).</li> <li>• E-mail address.</li> <li>• Telephone number (if applicable, mainly for business-to-business contacts).</li> <li>• Your chosen Marketing permissions: Email, Post, Telephone, SMS/Mobile (text message).</li> </ul>
<p>How do we use your information?</p>	<p>We will be using your information to: Communication with you on tourism, business and community initiatives, promotions, special offers, latest news and upcoming events in Felixstowe - from both Visit Felixstowe and Felixstowe Forward.</p> <p>We will not use your personal data for other purposes other than for what it was collated unless we have obtained your consent or for other lawful purposes (eg detection and prevention of fraud).</p> <p>We do not use automated decision making.</p>
<p>How long do we keep your information?</p>	<p>We will hold your personal information on our mailing list until you tell us to erase it, or you unsubscribe electronically via one of our communications. Contact information collected via paper subscription forms, questionnaires and surveys are transferred to this mailing list and then destroyed. Information collected from consultations is held for up to a year then destroyed. Competition entries are held until after the closing date of the relevant competition then destroyed.</p> <p>You have the right to see or copy the data we hold on you and to request the correction of any inaccuracies. You have the right to ask us to erase your data or to stop using it at any time.</p> <p>If you decide in the future that you did not want to receive information, then please contact us immediately (as below) and we will remove your details from our mailing list.</p> <p><b>Visit Felixstowe and Felixstowe Forward</b> Suffolk Coastal District Council Felixstowe Town Hall Undercliff Road West Felixstowe Suffolk IP11 2AG</p> <p><i>Tel:</i> 01394 444577/444884 <i>Email:</i> <a href="mailto:visitfelixstowe@eastssuffolk.gov.uk">visitfelixstowe@eastssuffolk.gov.uk</a> or <a href="mailto:felixstowe.forward@eastssuffolk.gov.uk">felixstowe.forward@eastssuffolk.gov.uk</a></p>

Data Sharing	Visit Felixstowe and Felixstowe Forward does not share your personal data with any third party.
Transferring your information overseas	Currently, we do not transfer any personal information outside of the European Economic Area (EEA).
National Fraud Initiative (NFI)	We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see the <a href="#">East Suffolk website</a> .