

## **Privacy notice for Folkestone – A Brighter Future newsletter list**

### **The council and your personal information**

Folkestone & Hythe District Council (the council) needs to hold and use information about its residents in order to provide services to individuals and the public.

Your privacy is important to the council and we aim for full transparency on how we gather, use, and share your personal information.

In processing your data, the council will remain in full compliance with both the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

If you have any concerns about how the council is handling your personal data, these can be raised with the council's Data Protection Officer at:

Folkestone & Hythe District Council  
Civic Centre  
Castle Hill Avenue  
Folkestone  
Kent  
CT20 2QY

Email: [data.protection@folkestone-hythe.gov.uk](mailto:data.protection@folkestone-hythe.gov.uk)

This privacy notice specifically applies to the collection of emails to circulate the Folkestone – A Brighter Future email newsletter produced by Jacksons.

The council has a broader [privacy notice](#) covering all of its activities which provides further detail on the different types of information collected and how this is processed.

### **The Folkestone – A Brighter Future newsletter list**

This privacy notice has been created to explain the intention behind this specific data collection and the council's plans for this data.

The contractor for the Folkestone – A Brighter Future scheme – Jacksons Civil Engineering – create a monthly newsletter with updates about the programme.

Folkestone & Hythe District Council sends the newsletter round to interested parties. Individuals signify that they would like to receive this newsletter by entering their email address in the [online form](#) on Folkestone & Hythe District Council's corporate website.

Only the email address entered is used, no other data is captured. This data is held on the council system and used to send the newsletters to those who have provided their details. This data is not shared with other parties.

This data will be deleted at the end of the Folkestone – A Brighter Future scheme currently scheduled for Summer 2026. If you would like your data removed before this time please email [public.engagement@folkestone-hythe.gov.uk](mailto:public.engagement@folkestone-hythe.gov.uk) and let us know.

## **Your rights**

The law gives you a number of rights to control what personal information is used by the council.

### **1. You have the right to ask for the information the council has about you**

Make a [subject access request](#).

### **2. You can ask for information to be changed if you think it is inaccurate**

You should let the council know if you disagree with some of the information we hold about you or someone you are legally responsible for (e.g. a child or ward).

The council may not always be able to change or remove that information, but it will correct factual inaccuracies when appropriate and may include your comments in the record to show that you disagree with it.

If we are unable to comply with your request to amend the data, we will write to you to advise why.

### **3. You can ask to for information to be erased**

In some circumstances you can ask for your personal information to be erased, for example:

- Where your personal information is no longer needed
- Where you have removed your consent for the council to use your information (where there is no other legal reason for us to use it)
- Where deleting the information is a legal requirement

In certain circumstances we may share your information with other agencies. Where your personal information has been shared with others, the council will do what it can to make sure those using your personal information comply with your request for erasure.

Please note that the council cannot delete your information where:

- we're required to have it by law
- it is used for freedom of expression
- it is used for public health purposes
- it is for, scientific or historical research, or statistical purposes where it would make information unusable
- it is necessary for legal claims
- there is compelling legitimate interest in retaining it

If we are unable to comply with your request to erase the data, we will write to you to advise why.

### **4. You can ask the council to limit what it uses your personal data for**

You have the right to ask us to restrict what we use your personal information for where

- you have identified inaccurate information, and have told the council about it
- where the council has no legal reason to use that information but you want the council to restrict what it uses the information for rather than erase the information altogether

If the data have been disclosed to others, then the council will notify those recipients about the restrictions (unless this is impossible or involves disproportionate effort).

The council will notify you before lifting a restriction. If we are unable to comply with your request to restrict the data, we will write to you to advise why.

## **5. You can ask to have your information moved to another provider (data portability)**

You have the right to ask for your personal information to be given back to you (or another service provider of your choice) in a commonly used electronic format. This is called data portability.

This right only applies if the council is using your personal information with consent (not if we're required to by law) and if the processing decisions were made automatically by a computer and not a human officer.

It is unlikely that the right to data portability will apply to many or any of the services you receive from the council.

## **6. Right to object**

You have right to object to:

- processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority (including profiling)
- direct marketing (including profiling) and
- processing for purposes of scientific / historical research and statistics.

The council must stop processing your personal data if you object unless:

- it can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms of the individual or
- the processing is for the establishment, exercise or defence of legal claims.

The council must stop processing personal data for direct marketing purposes as soon as it receives an objection.

If the council is conducting research where the processing of personal data is necessary for the performance of a public interest task, it is not required to comply with an objection to the processing.

You can make an objection by emailing: [Data Protection Officer](#)

## **7. Rights related to automated decision making including profiling.**

You can ask to have any computer-made decisions explained to you, and details of how the council may have 'risk profiled' you.

You have the right to question decisions made about you by a computer, unless it is required for any contract you have entered into, required by law, or you have consented to it.

You also have the right to object if you are being 'profiled'. Profiling is where decisions are made about you based on certain things in your personal information, for example, your health conditions.

If and when the council uses your personal information to profile you, in order to deliver the most appropriate service to you, you will be informed.

If you have concerns regarding automated decision making, or profiling, please contact the [Data Protection Officer](#); who will be able to advise you about the council is using your information.

### **Who does the council share your information with?**

We use a range of organisations to either store personal information or help deliver our services to you. Where we have these arrangements there is always an agreement in place to make sure that the organisation complies with data protection law.

If the processing of any personal data presents any degree of risk to your rights or freedoms, the council will complete a Data Protection Impact Assessment (DPIA) before it shares any personal information to make sure we protect your privacy and comply with the law.

Sometimes we have a legal duty to provide personal information to other organisations, for example, for the detection and prevention of fraud and other crime.

The council may also share your personal information when we feel there's a good reason that's more important than protecting your privacy. The council may share your information:

- in order to find and stop crime and fraud
- if there are serious risks to the public, the council's staff or to other professionals
- to protect a child or
- to protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them
- if there is a significant public interest in sharing the information

For all of these reasons the risk must be serious before the council can override your right to privacy.

'Top level' sharing agreements the council is a party to (those agreements that affect all of the Council's departments and staff) include:

- [The Kent and Medway Information Partnership](#) - An agreement between local authorities and other public bodies in Kent to help facilitate the sharing of information for defined and legitimate purposes.
- View the [East Kent Audit Partnership Privacy Notice](#)

We sometimes need to share information with the individuals we process information about and other organisations. Where this is necessary we are required to comply with all aspects of the UK Data Protection framework. For more information, please visit the ICO website.

What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- courts and tribunals
- prisons
- central government
- credit reference agencies
- customs and excise
- data processors
- debt collection and tracing agencies
- relatives, guardians, associates or representatives of the person whose personal data we are processing
- financial organisations
- healthcare professionals
- healthcare, social and welfare organisations
- housing associations and landlords
- law enforcement and prosecuting authorities
- licensing authorities
- local government
- ombudsman and regulatory authorities
- partner agencies and approved organisations
- police complaints authority
- police forces and non-home office police forces
- professional advisers and consultants
- professional bodies
- regulatory bodies
- service providers
- voluntary and charitable organisations

We also have to send data and statistical collections to some Government departments by law. A list of these departments is available on [GOV.UK](https://www.gov.uk).

If you believe your information may have been shared and a data breach has occurred as a result, you can report this.

[Report a possible data breach](#)

### **National Fraud Initiative (NFI)**

We take part in the Cabinet Office's National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud. We must provide certain data to the Minister for the Cabinet Office. The law that says we must do this is Part 6 of the Local Audit and Accountability Act 2014. Further information on the NFI is available on [GOV.UK](#).

### **Joined-up services within the council**

We share your data between services within the council so that we can keep our information on you as up-to-date as possible and so that we can improve our services to you. For example, if you tell the housing team you have moved, they will pass this information on to other parts of the council such as the council tax team. Staff can only see your data if they need it to do their job.

### **How does the council protect your information?**

The council has systems and process in place to make sure the records it holds about you (on paper and electronically) are done so in a secure way, and it will only make them available to those who have a right to see them.

### **Where is your information held?**

The personal information held by the council is stored on systems in the UK. There are some occasions where your information may leave the UK, either in order to get to be transmitted to another organisation, or if it is stored in a system (such as a server) outside of the EU. Where this is the case additional safeguards as required by legislation will be put in place.

### **How long does the Council keep your personal information?**

The council maintains a retention schedule that lists how long your information may be kept for. This ranges from months for some records to decades for more sensitive records. Much of the council's work is governed by statutory requirements, and this also frequently governs the length of time data must be held for.

### **Where can I get advice?**

If you have any worries or questions about how your personal information is handled please contact the [Data Protection Officer](#)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](https://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).