



## **Privacy Policy and Data Protection**

### **Basic information regarding data protection**

<b>RESPONSIBLE ENTITY</b>	TOWN COUNCIL OF LALÍN Tax No.: P3602400H
<b>CONTACT</b>	+34 986 787 060 Praza de Galicia 1, 36500, Lalín - SPAIN
<b>PURPOSE</b>	Provision of services, sending of information
<b>LEGITIMATION</b>	Provision of requested services, fulfilment of legal obligations and interested party's consent
<b>RECIPIENTS</b>	No data will be transferred to third parties, except for employees, partners and providers when necessary for the provision of services and/or due to legal obligation
<b>RIGHTS</b>	Access, correction and erasure of data, as well as other rights, as explained in the additional information
<b>ADDITIONAL INFORMATION</b>	Please read the detailed information regarding data protection below

### **Detailed information regarding data protection**

Personal data linked to the web domain lalin.gal comply with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), and with Spanish Organic Law 3/2018, of 5 December, on the Protection of Personal Data and Guarantee of Digital Rights (LOPDGDD).

### **Who is responsible for the processing of personal data?**

Details of the responsible entity:

- RESPONSIBLE ENTITY: Town Council of Lalín
- Tax No.: P3602400H
- Address: Praza de Galicia 1, 36500, Lalín - SPAIN
- Phone no.: +34 986 787 060

Details of the DATA PROTECTION OFFICER:



- APDTIC PROFESIONALES, S.L.
- dpd@lalin.gal

The Town Council of Lalín is responsible for keeping a record of data processing activities under its responsibility in compliance with the obligations stated in Article 30 of the GDPR.

### **For what purpose do we process your personal data?**

Generally, the Town Council of Lalín shall process personal data of data subjects for:

1. Managing different administrative procedures and informing of the processing thereof.
2. Verifying or checking the accuracy of personal data when data subjects declare having already provided them or that the data is already held by the public administrations.
3. Making notifications and processing appeals.
4. Managing information requests, suggestions and communications in general, as well as forwarding newsletters.

### **What is our legitimation for processing your data?**

The Town Council of Lalín is entitled to process personal data in accordance with the principle of lawfulness outlined in Article 6 of the GDPR, and in particular:

- Generally speaking, in the case of administrative procedure activity, the legal basis for the processing shall be the fulfilment of a task in the public interest or the exercise of official authority, pursuant to Law 39/2015, of 1 October, on the common Administrative Procedure of Public Administration; Law 9/2017, of 8 November, on Public Sector Contracts; etc.
- In certain circumstances, the processing will be legitimised by data subjects' consent.
- In any case, the basis of legitimation will be included in the basic informative clauses available on the personal data collection forms.

### **To which recipients are data transmitted?**

According to the legislation in force and whenever necessary to manage the procedure or request, your data may be transmitted to other public administrations within their field of competence, as well as to funding bodies or official gazettes,



websites or bulletin boards of the Town Council of Lalín in order to disclose legally required information in the procedures that require it.  
Basic informative clauses shall include, in every case, the specific recipients of the data.

### **How long will we store your personal data?**

Personal data provided by users shall be stored as long as erasure or cancellation is not requested, and as long as they are adequate, relevant and limited to what is necessary for the purposes for which they are processed.

### **Will data transfers be made to third countries?**

There will be no international data transfers.

### **What are your rights when you provide us with your personal data?**

- Access: right to obtain confirmation on whether we are processing your personal data or not, to know which data we process, for what they are used, how long will they be stored, their origin and if they have been transmitted or will be transmitted to a third party.
- Rectification: right to request a rectification or correction of inaccurate data and to have incomplete personal data completed.
- Erasure: right to request the erasure of personal data when inadequate, excessive or unnecessary for the purposes for which they were collected, including the right to be forgotten.
- Opposition: right to oppose, in certain circumstances, to the processing of your personal data or to request cessation of the processing.
- Processing limitation: right to request, under the legally established circumstances, that your personal data are not processed beyond mere retention.
- Portability: right to receive your personal data in a structured, commonly used and machine-readable format, and to be able to transmit them to another data controller, as long as it is technically possible.

### **Will you be able to withdraw consent?**

You will have the possibility and the right to withdraw your consent for any specific purpose granted at the time, without affecting the lawfulness of the treatment based on the consent prior to your withdrawal.

### **Where can you exercise your rights?**



Data subjects may exercise their rights at no cost, receiving a reply within the deadlines set in the GDPR or LOPDGDD, by the following means:

- In writing at the Registry of the Town Council of Lalín. This request must be signed and must include a copy of the data subject's ID card or passport. In case of acting through a legal representative, the ID card and the document proving the presentation of the representative must also be provided.
- Had the Town Council of Lalín reasonable doubts about the identity of the natural person making the request, it may ask for additional information necessary to confirm the identity of the data subject.
- The Town Council of Lalín must respond to the request within one month of receiving it. This deadline may be extended up to two months depending on the complexity and number of requests received. Either way, the data subject shall be informed within one month of receiving the request.
- Data subjects may as well send their requests to exercise their rights to the Data Protection Officer at the following e-mail address: [dpd@lalin.gal](mailto:dpd@lalin.gal)
- For more information: <https://www.aepd.es/reglamento/derechos/index.html>

### **How can you lodge a complaint with a supervisory authority?**

If your rights have not been respected, you may file a complaint by writing to the relevant supervisory authority in the Member State of your habitual residence, place of work or place of the alleged infringement. In Spain, the supervisory authority is the Spanish Data Protection Agency (AEPD), located on C/ Jorge Juan 6, 28001 Madrid. You may also fill in the on-line form available on: <https://sedeagpd.gob.es/sede-electronica-web/>.

In both cases, you must provide the relevant documents.

### **What are the security measures?**

In compliance with Article 32 of the GDPR, and pursuant to the terms of the First Additional Provision of the LOPDGDD 3/2018, the Town Council of Lalín has a set of security measures established by its internal safety regulations that follows the National Security Framework (ENS) regulated by Royal Decree 3/2010, of 8 January.

### **APPLICABLE LEGISLATION**

- [Spanish Organic Law 3/2018, of 5 December, on the Protection of Personal Data and Guarantee of Digital Rights \(LOPDGDD\)](#)
- [Regulation \(EU\) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to](#)



[the processing of personal data and on the free movement of such data  
repealing Directive 95/46/EC \(General Data Protection Regulation\)](#)

- [Spanish Royal Decree 3/2010, of 8 January, regulating the National Security Framework in the area of e-Government](#)