



PRIVACY NOTICE

This privacy notice has been prepared by Stapeley & District Parish Council ('the Council').

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or
Processing is necessary for compliance with a legal obligation or
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

The Council has a duty to ensure the security of personal data. It makes sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is achieved through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

The Council will only keep your data for the purpose for which it was collected and only for as long as is necessary, after which it will be deleted. You may request the deletion of your data held by the Council, at any time.

Children

The Council will not process any data relating to a child (under 13 years of age) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Council's Data Information Officer, Carol Jones (Clerk to the Council), carol.jones@stapeleyparishcouncil.gov.uk (Tel: 01270 812065).

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact Carol Jones to request this (see below for contact details).

Information Deletion

If you wish the Council to delete the information about you, please request this by contacting Carol Jones (see below for contact details).

Right to Object

If you believe that your data is not being processed for the purpose for which it was collected, it has been collected for, you may object: Please contact Carol Jones (see below for contact details).

Rights Related to Automated Decision Making and Profiling

(The Council does not use any form of automated-decision making or the profiling of individual personal data.

Conclusion

In accordance with the law, the Council only collects a limited amount of information about you which is necessary for correspondence, information and service provision.

- We do not use profiling;
- We do not sell or pass your data to third parties;
- We do not use your data for purposes other than those specified.
- We ensure that your data is stored securely.
- We delete all information deemed to be no longer necessary.
- We constantly review our Privacy Policies to keep it up-to-date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Carol Jones, Data Information Officer and/or The Information Commissioner's Office casework@ico.org.uk Tel: 0303 123 1113

Carol Jones
Clerk to the Council
e-mail: carol.jones@stapeleyparishcouncil.gov.uk
Tel: 01270 812065