

## **Privacy Notice**

### **Adopted 14<sup>th</sup> July 2025**

#### **When you contact the Council**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable the Council to contact you and respond to your correspondence, provide information and/or access 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. The Council make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested. The Council will only keep your data for the purpose it was collected for 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 old) without the express consent of the parent/guardian of the child concerned.

#### **Access to Information**

You have the right to request access to the information the Council hold on you. You can do this by contacting the Data Information Officer: The Parish Clerk.

#### **Information Correction**

If you believe that the information the Council hold about you is incorrect, you may contact the Council so that it can be updated to keep your data accurate. Please contact the Parish Clerk.

#### **Information Deletion**

If you wish the Council to delete the information about you please contact the Parish Clerk to request this.

#### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting the Parish Clerk.

### **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.

### **Summary**

In accordance with the law, the Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. The Council do not:

- use profiling;
- sell or pass your data to third parties;
- use your data for purposes other than those specified.

The Council will:

- make sure your data is stored securely;
- delete all information deemed to be no longer necessary;
- constantly review Privacy Policies to keep them up to date in protecting data.

You may request a copy of the policies at any time.

### **Complaints**

If you have a concern regarding the way your personal data has been processed you may make a complaint to the Council's Data Information Officer: the Clerk, and the Information Commissioners Office  
casework@ico.org.uk Tel: 0303 123 1113.