



Cornforth Parish Council: Privacy Notice

When you contact us

The information you provide (personal information such as name, 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 services. Your personal information will not be shared or provided to any other third party.

The Council's Right to Process Information

General Data Protection Regulations (and Data Protection Act) 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.
Processing is necessary for the legitimate interests of the Council.

Information security

Cornforth Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through technical measures and appropriate policies. Copies of the policies can be requested.

We 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 Cornforth Parish Council at any time).

Children

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

Access to information

You have the right to request access to the information we hold about you. You can do this by contacting our Data Information Officer, who is the Parish Clerk (telephone 01388 817543 or email sunmanasscoaites@talktalk.net).

Information Correction

If you believe that the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact our Data Information Officer to request this.

Information Deletion

If you wish Cornforth Parish Council to delete information about you, please contact our Data Information Officer to request this.

Right to Object

If you believe that your data is not being processed for the purpose it was collected for, you may object: please contact our Data Information Officer.

Rights Related to Automated Decision Making and Profiling

Cornforth Parish Council does not use any form of automated decision making or profiling of individual personal data.

Conclusion

In accordance with the law, we only collect the limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling and we do not sell or pass your data to third parties. We do use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We review our Privacy Policy 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 data has been processed, you may make a complaint to Cornforth Parish Council Data Information Officer: Parish Clerk (contact details above) and the Information Commissioner's Office: email casework@ico.org.uk or telephone 0303 123 1113.

Draft for Approval submitted October 2018.

R. A. Sunman Parish Clerk