

# Lacey Green Parish Council

## Privacy Notice



### **Reviewed and adopted in September 2020**

#### **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 and provide information. 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) (c) and (e)*

- Processing is with consent of the data subject or
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract 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 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 appropriate technical measures.

We will only keep your data for the purpose 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 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 have on you. You can do this by contacting our Data Information Officer: [clerk@laceygreen-pc.org.uk](mailto:clerk@laceygreen-pc.org.uk)

**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 [clerk@laceygreen-pc.org.uk](mailto:clerk@laceygreen-pc.org.uk) to request this.

**Information Deletion**

If you wish the Parish Council to delete the information about you please contact: [clerk@laceygreen-pc.org.uk](mailto:clerk@laceygreen-pc.org.uk) 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: [clerk@laceygreen-pc.org.uk](mailto:clerk@laceygreen-pc.org.uk) to object.

**Rights Related to Automated Decision Making and Profiling**

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

**Conclusion**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence and information. 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 make sure your data is stored securely. We delete all information deemed to be no longer necessary.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Lacey Green Parish Council Data Information Officer: [clerk@laceygreen-pc.org.uk](mailto:clerk@laceygreen-pc.org.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

Chair.....

Date.....