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# **GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL**

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## **Privacy Notice 25 May 2018**

### **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) state

- 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**

Great Somerford Parish Council (the "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 and restricting access to sitting Parish Councillors and the Clerk. Councillors only retain personal data whilst they are in office.

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 the Council at any time).

### **Children**

We will not process any data relating to a child (under 13) without the express consent of the parent or guardian 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 Parish Clerk.

## **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 the Parish Clerk to request this.

## **Information Deletion**

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

## **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object - please contact the Parish Clerk to object or withdraw your consent for its use.

## **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, we only collect a limited amount of information about you that 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 make sure 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.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Great Somerford Parish Council: Theresa Chapman, Parish Clerk and / or the Information Commissioners Office : **email:** <https://ico.org.uk/global/contact-us/email/>  
**tel:** 0303 123 1113 / **write:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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**Theresa M Chapman (Parish Clerk)**

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