

E-mail Contact Privacy Notice

Adisham Parish Council

Council Clerk: Jean Swan

Council Address: Plum Tree Cottage, 112 Street, Adisham, CT3 3JR

e-mail Address: clerk.adishampc@outlook.com

Telephone number: 01304842908

When you contact the Parish Council

The personal information you provide upon contacting us will be processed and stored to enable us to respond to your correspondence, to provide information and or access our facilities/services. Your personal information will not be shared or provided to any other third party unless we have your permission to do so.

The Parish Councils 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

Adisham 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 will be done through appropriate technical measures and appropriate policies which will be put into place.

The Parish Council will only keep your data on record 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 Adisham Parish Council at any time. Please request deletion via the clerk.

Children

Information relating to a child under the age of 16 will not be processed unless the relevant parent/guardian has given consent to do so.

Access to Information

You have the right to request access to any information we have on you. This can be requested via the clerk.

Created 28.01.2019

Approved 11.02.2019

Reviewed

Right to Object

You may object if you believe your data is not being processed for the purpose it was collected. Please contact the clerk to do so.

Rights Related to Automated Decision Making and Profiling

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

Complaints

Complaints regarding the way your personal data has been processed can be made via the clerk and the Information Commissioners Office casework@ico.org.uk or Tel: 0303 123 1113

Summary

In accordance with the law, Adisham Parish Council will:

- Only collect the information that is necessary for correspondence, information and service provision
- Not use profiling; your data will not be sold or passed on to third parties
- Only use your data for the purpose specified
- Make sure your data is stored securely
- Delete information when it is no longer required
- Review their Privacy Policies regularly to keep them up to date and protect your data