

## **DATA PROTECTION**

### **ETCHILHAMPTON PARISH COUNCIL**

#### **Privacy Notice (subject to revision)**

##### **1 When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and may be stored to enable us to contact you and respond to your correspondence, provide information. Your personal information will be not shared or provided to any other third party unless required by law.

##### **2 The Council's Right to Process Information**

General Data Protection Regulations Article 6 (1) allow the Council to process information if, amongst others:

- 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 Data Controller, the Clerk to the Parish Council, (contact [etchilpc@outlook.com](mailto:etchilpc@outlook.com))

##### **3 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 our own password protection.

We will only keep your data for as long as is necessary. (You may request the deletion of your data held by the Parish Council at any time – see 7 below).

##### **4 Children**

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

##### **5 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 Controller: the Clerk to the Parish Council, [etchilpc@outlook.com](mailto:etchilpc@outlook.com)

##### **6 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 Clerk to the Parish Council, [etchilpc@outlook.com](mailto:etchilpc@outlook.com) to request this.

##### **7 Information Deletion**

If you wish the information about you to be deleted, please contact the Clerk to the Parish Council, [etchilpc@outlook.com](mailto:etchilpc@outlook.com) to request this.

##### **8 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 Clerk at [etchilpc@outlook.com](mailto:etchilpc@outlook.com) to object.

**9 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.

**10 Public Information**

Information supplied to Wiltshire regarding planning applications is held on its public records. The Parish Council has access to this and is from time to time consulted on applications. Details you have supplied to Wiltshire will be public. Wiltshire also holds data relating to electors and Councillors.

Information about contracts made by members of the public with the Parish Council may need to be publicly recorded for the purposes of the Parish Council's audit/governance requirements.

**11 Local contact**

The Data Controller, [etchilpc@outlook.com](mailto:etchilpc@outlook.com)

**12 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.

**13 Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Council's Data Controller - [etchilpc@outlook.com](mailto:etchilpc@outlook.com) and the Information Commissioner's Office - [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

**14 Further Information**

Details about Data Protection are available from the Information Commissioner's Office.

Tel – 0303 123 1113

Web mail – <https://ico.org.uk/global/contact-us/email/>

Post – The Information Commissioner's Office, Wycliffe House, Water Lane, Wimslow, Cheshire SK9 5AF.