

# WESTLETON PARISH COUNCIL

## PRIVACY NOTICE

When you contact Westleton Parish Council the information you provide (personal information such as name, address, email address, phone number) may be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts etc. relating to your enquiry. Your personal information will not be shared with any third party without your prior consent.

### **The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018)

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 contract with the data subject or to take steps to enter into a contract

### **Information Security**

Westleton Parish Council seeks 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 relevant policies.

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.

### **Your Rights**

#### **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 via: [westletonclerk@gmail.com](mailto:westletonclerk@gmail.com)

#### **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: [westletonclerk@gmail.com](mailto:westletonclerk@gmail.com)

#### **Information Deletion**

If you wish Westleton Parish Council to delete the information about you, please contact: [westletonclerk@gmail.com](mailto:westletonclerk@gmail.com)

### **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 [westletonclerk@gmail.com](mailto:westletonclerk@gmail.com)

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

Westleton Parish Council does not use automated decision making or profiling of personal data.

### **To Sum Up**

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 Policy 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:-

Westleton Parish Council Data Protection Officer via: [westletonclerk@gmail.com](mailto:westletonclerk@gmail.com)

or direct to the Commissioners Office; [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113