Staple Parish Council

E Mail Contact Privacy Policy

When you contact us
The information you provide (personal information such as name, address, e mail address, phone number, organisation) will be processed and stored, to enable us to contact you and to respond to your correspondence; provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party unless we have your permission to do so.

The 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
Staple 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 and appropriate policies which will be put in place.

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 Staple 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 clerk. Contact details are provided at the start of this document.

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 our clerk to request this.

Information Deletion
If you wish Staple Parish Council to delete the information about you, please contact our clerk 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. Please contact our clerk to request this.

Rights Related to Automated Decision Making and Profiling
Staple Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints
If you have a complaint regarding the way your personal data has been processed you may make a complaint to Staple Parish Council via the clerk. (Contact details provided on the ‘Contact Us’ page of Staple Parish Council's web site, www.stapleparishcouncil.co.uk

Summary

In accordance with the law, Staple Parish Council will:

- Only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- Not use profiling; we do not sell or pass your data to third parties..
- Not use your data for purposes other than those specified.
- Ensure that your data is stored securely.
- Delete all information deemed to be no longer necessary.
- Regularly review its privacy policies to keep them up to date in protecting your data.

Adopted by Staple PC 13th May 2020.