



General Privacy Notice

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 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

Whatley and Chantry 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. Copies of these policies can be requested.

Retention

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 Whatley and Chantry Parish Council at any time). See our Retention and Disposal policy held on our website for more information.

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 The Clerk at clerk@whatleyandchantry.co.uk.

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 at clerk@whatleyandchantry.co.uk, to request this.

Information Deletion

If you wish Whatley and Chantry Parish Council to delete the information about you, please contact The Clerk at clerk@whatleyandchantry.co.uk, 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 The Clerk at clerk@whatleyandchantry.co.uk, to object.

Rights Related to Automated Decision Making and Profiling

Whatley and Chantry 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 The Clerk at clerk@whatleyandchantry.co.uk, or the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 (local rate) or 01625 545745, Email: casework@ico.org.uk.

Summary

In accordance with the law:

Whatley and Chantry Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision.

Whatley and Chantry Parish Council does not use profiling nor does it sell or pass your data to third parties.

Whatley and Chantry Parish Council does not use your data for purposes other than those specified.

Whatley and Chantry Parish Council makes sure your data is stored securely.

Whatley and Chantry Parish Council deletes all information deemed to be no longer necessary.

Whatley and Chantry Parish Council constantly reviews its Privacy Policies to keep it up-to-date in protecting your data.

Future Monitoring**Review of Policy –**

Last reviewed in

Adopted and Signed by:

Dated: 8.5.24

Chair of Whatley and Chantry Parish Council:



Correspondence should be sent to:

Clerk, Whatley and Chantry Parish Council, 30 Galingale Way, Portishead, Bristol BS20 7LU

or emailed to: clerk@whatleyandchantry.co.uk