Kingskerswell Parish Council

Privacy Policy

Date: 4th May 2022
Version: 1.0
Agreed at Full Council Meeting – 30th May 2022

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

Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to access the personal data we hold on you
- The right to correct and update the personal data we hold on you
- The right to have your personal data erased
- The right to object to the processing of your personal data or to restrict it to certain purposes only
- The right to data portability
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- The right to lodge a complaint with the Information Commissioner's Office

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

Information Security

Kingskerswell 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.

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 many request the deletion of your data held by Kingskerswell 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 Data Information Officer: Mrs J Thompson Clerk to Kingskerswell Parish Council info@kingskerswell-pc.gov.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 Parish Clerk to request this.

Information Deletion

If you wish Kingskerswell Parish Council to delete the information about you please contact the Parish 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 the Parish Clerk to object.

Rights Related to Automated Decision Making and Profiling

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

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. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Kingskerswell Parish Council Data Information Officer: Mrs J Thompson and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Policy Status and Review

This policy was adopted by Kingskerswell Parish Council at a meeting of the full council on 30th May 2022. It will be reviewed periodically. Date of last review March 2025.