**Claxton Parish Council**

**Email Contact Privacy Notice**

|  |  |  |
| --- | --- | --- |
| **Document Control** | | |
| Adopted date | 13 November 2019 | Minute reference: 19.151 |
| Last review | May 2021 | Minute reference: 21.56 |
| Next review date | November 2022 | Minute reference: TBC |

**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 you with information, and/or provide access to our facilities and services. Your personal information will not be shared with or provided to any other third party without your consent.

**The Council’s Right To Process Information**

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**

Claxton Parish Council has a duty to ensure the security of personal data. We make sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is accomplished 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 may request the deletion of your data at any time).

**Children**

We will not process any data relating to a child (under 16) without the express parental/guardian consent of the child concerned.

**Access To Information**

You have the right to request access to the information we hold about you. You can do this by contacting our Acting Parish Clerk (telephone 01508 484162 or email [claxtonpc@gmail.com](mailto:claxtonpc@gmail.com)).

**Information Correction**

If you believe the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact our Acting Parish Clerk (telephone 01508 484162 or email [claxtonpc@gmail.com](mailto:claxtonpc@gmail.com)) to request this.

**Information Deletion**

If you wish Claxton Parish Council to delete information we hold about you please contact our Acting Parish Clerk (telephone 01508 484162 or email [claxtonpc@gmail.com](mailto:claxtonpc@gmail.com)) to request this.

**Right To Object**

If you believe your data is not being processed for the purpose it has been collected for, you may object. Please contact our Acting Parish Clerk (telephone 01508 484162 or email [claxtonpc@gmail.com](mailto:claxtonpc@gmail.com)) to object.

**Rights Related To Automated Decision Making & Profiling**

Claxton Parish Council does not use any form of automated decision making or 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 our Acting Parish Clerk (telephone 01508 484162 or email [claxtonpc@gmail.com](mailto:claxtonpc@gmail.com)) and the Information Commissioner’s Office (email [casework@ico.org.uk](mailto:casework@ico.org.uk) or telephone 0303 123 1113).

**Summary**

In accordance with the law, Claxton Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Claxton Parish Council does not use profiling; we do not sell or pass your data to third parties. Claxton Parish Council does not use your data for purposes other than those specified. Claxton Parish Council makes sure your data is stored securely. Claxton Parish Council deletes all information deemed to be no longer necessary. We constantly review out privacy policies to keep them up to date (you can request a copy of our policies at any time).