

Quidhampton Parish Council

Email Contact 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

Quidhampton 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 may request the deletion of your data held by Quidhampton 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: Quidhampton Parish Council on quidhamptonpc@btinternet.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: Quidhampton Parish Council at quidhamptonpc@btinternet.com to request this.

Information Deletion

If you wish Quidhampton Parish Council to delete the information about you please contact: Quidhampton Parish Council at quidhamptonpc@btinternet.com 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 Quidhampton Parish Council to object.

Rights Related to Automated Decision Making and Profiling

Quidhampton 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 Quidhampton Parish Council Data Information Officer: Clare Churchill PSLCC Quidhampton Parish Council quidhamptonpc@btinternet.com and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Quidhampton Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Quidhampton Parish Council do not use profiling, we do not sell or pass your data to third parties. Quidhampton Parish Council do not use your data for purposes other than those specified. Quidhampton Parish Council make sure your data is stored securely. Quidhampton Parish Council delete all information deemed to be no longer necessary. Quidhampton Parish Council 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).

This e-mail (including any attachments) may contain confidential and/or privileged information, if you are not the intended recipient any reliance on, use, disclosure, dissemination, distribution or copying of this e-mail or attachments is strictly prohibited. It has been checked for viruses but the contents of an attachment may still contain software viruses, which could damage your computer system. We do not accept liability for any damage you sustain as a result of a virus introduced by this E-mail or any attachment and you are advised to use up-to-date virus checking software. E-mail transmission cannot be guaranteed to be secure or error free.

This e-mail is not intended nor should it be taken to create any legal relations, contractual or otherwise. Any views or opinions expressed within this e-mail or attachment are solely those of the sender, and do not necessarily represent those of Quidhampton Parish Council unless otherwise specifically stated. If verification is required, please request a hard copy version. We are not bound by or liable for any opinion, contract or offer to contract expressed in any e-mail.

Adopted by Quidhampton Parish Council on 22nd May 2018 (0317).

Review Date: