

DUNCHIDEOCK PARISH COUNCIL

PRIVACY POLICY

YOUR PERSONAL DATA – WHAT IS IT?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

WHO ARE WE?

Dunchideock Parish Council is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Under Section 7(3) of the Data Protection Act 2018, Dunchideock Parish Council is not a public authority for the purposes of the GDPR and does not need to appoint a Data Protection Officer.

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 not be 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

Dunchideock 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.

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.

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 using the contact details below.

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 use the contact details below to request this.

INFORMATION DELETION

If you wish Dunchideock Parish Council to delete the information about you, please use the contact details below 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 use the contact details below to object.

RIGHTS RELATED TO AUTOMATED DECISION MAKING AND PROFILING

Dunchideock 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 Policy to keep it up to date in protecting your data.

CONTACT DETAILS

Name: Mr N R Harvey, TD, ACIB, Clerk, Dunchideock Parish Council
Address: 11 Loram Way, Alphington, Exeter, Devon, EX2 8GG
Phone Number: 01392 422390
Email: parishclerk@dunchideock.org

COMPLAINTS

If you have any concerns about our use of your personal information, you may make a complaint in the first instance by using the contact details above.

You can also complain to the Information Commissioners Office if you are unhappy with how we have used your data. The address of the ICO is:

Information Commissioner's Office
Wycliffe House
Water lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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