

## Stowlangtoft Parish Council 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

Stowlangtoft 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 policies.

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 Stowlangtoft 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: Andy Osman Clerk: email: [stowlangtoftpc@outlook.com](mailto:stowlangtoftpc@outlook.com) or tel: 07767 866279.

### Information Correction or Deletion

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. If you wish for the Parish Council to delete information about you, please contact: Andy Osman Clerk: email: [stowlangtoftpc@outlook.com](mailto:stowlangtoftpc@outlook.com) or tel: 07767 866279 to correct 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: Andy Osman Clerk: email: [stowlangtoftpc@outlook.com](mailto:stowlangtoftpc@outlook.com) or tel: 07767 866279 to object.

**Rights Related to Automated Decision Making and Profiling**

Stowlangtoft 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 Stowlangtoft Parish Council Data Information Officer: Andy Osman Clerk: email: [stowlangtoftpc@outlook.com](mailto:stowlangtoftpc@outlook.com) or tel: 07767 866279 and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:**

In accordance with the law, Stowlangtoft Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. It does not use profiling; it does not sell or pass your data to third parties. It also does not use your data for purposes other than those specified and makes sure your data is stored securely. Stowlangtoft Parish Council deletes all information deemed to be no longer necessary and will constantly review its Privacy Policy to keep it up to date in protecting your data.

This document was reviewed for publication January 2022.