

RENHOLD PARISH COUNCIL

**Clerk to the Council
Mrs Lizzie Barnicoat
Tel: 01234 771702**

**PO BOX 1548
Bedford
Beds MK44 5AX**

RENHOLD PARISH COUNCIL

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 so that it is possible 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, except as required by law.

The Councils Right to Process Information

GDPR (Data Protection Act 2018) 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

Renhold Parish Council takes care 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.

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.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Clerk in writing. We may require proof of your identity.

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: lizzie_barnicoat@hotmail.com write to the Clerk.

Information Deletion

You have the right to ask us to erase your personal information in certain circumstances. If you wish Renhold Parish Council to delete the information about you please contact:

parishclerk@renhold-pc.gov.uk

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 lizzie_barnicoat@hotmail.com

Rights Related to Automated Decision Making and Profiling

Renhold Parish Council does not use automated decision making or profiling of individual personal data.

To Sum Up

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.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Renhold Parish Council Clerk: parishclerk@renhold-pc.gov.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

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

Adopted by Renhold Parish Council on 23.1.2024

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