

COMPTON DANDO PARISH COUNCIL

PRIVACY NOTICE

Information Collected

1. Compton Dando Parish Council has the need to use addresses, email addresses and telephone numbers to correspond with:
 - 1.1. Bath & North East Somerset Council
 - 1.2. Agents representing/ members of the public who submit planning applications to Bath & North East Somerset Council
 - 1.3. Organisations which the Parish Council and Clerk are members of
 - 1.4. Members of the public and parishioners
 - 1.5. Trades people and businesses for the purchase of equipment necessary for the functioning of the Parish Council.
 - 1.6. Organisations that the Parish Council have applied to for grants to help fund projects in the Parish.
 - 1.7 Past and prospective employees

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.

Individual's Rights

No data is collected for the functioning of the Parish Council, other than that stated in paragraph 1. (1.1, 1.2, 1.3, 1.4, 1.5, 1.6 and 1.7)

No details would be passed onto a third party without the agreement of the person or business that the email address or telephone number relates to, thus protecting an individual's rights.

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

Compton Dando 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 Compton Dando 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 the Clerk:

Mrs S Smith, 28 Kenilworth Drive, Willsbridge, Bristol BS30 6UP

comptondando-parishcouncil@outlook.com

Telephone: 07746930582

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 the Clerk (details above).

Information Deletion

If you wish Compton Dando Parish Council to delete the information about you please contact the Clerk (details above).

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting the Clerk (details above).

Rights Related to Automated Decision Making and Profiling

Compton Dando 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 Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to (Your Council Name) Data Information Officer: (Officers Name and contact details) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

How permission will be gained and recorded

1. Permission in writing, preferably email would be the main form of requesting permission. The individual, organisation or business will be asked to positively 'opt-in'.

Visitors to the Compton Dando Parish Council website <http://www.comptondando-parishcouncil.org.uk/>

No data is collected from visitors to the website. Cookies are not used on the website.

The Privacy notice was adopted 19th June 2018:

Signed.....

Signed.....

Reviewed 18th June 2019.

To be reviewed June 2020.