
#  **PINEWOOD**

 **U**

#  **PARISH**

**COUNCIL**

**EMAIL CONTACT PRIVACY NOTICE**

**When you contact us**

The personal information you provide, such as name, address, email address, phone number and/or organisation will be processed and stored so that it will be possible to contact you and respond to your correspondence, provide information and/or access our facilities and services.

Your personal information will not be shared with any other third party.

**The Council’s Right to Process Information**GDPR (Data Protection Act) Article 6 (1) (a) (b) and (c)

* Processing is with the consent of the data subject.
* Processing is necessary for compliance with a legal obligation.
* 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**

Pinewood Parish Council is committed to ensuring the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose or which it was collected and only for as long as is necessary. After that time 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**

* You have the right to request access to any information we have on you.
* If you believe the information we have is incorrect, you may contact us so that it can be updated and we can ensure that your data is accurate.
* If you wish Pinewood Parish Council to delete your personal information please contact us.
* If you believe that your data is not being processed for the purpose for which it has been collected, you may object.
* Pinewood Parish Council does not use automated decision making or profiling of personal data.

**To exercise all relevant rights, queries or complaints please** **contact the Parish Clerk at Pinewood Parish Council.** Email:pinewoodpc@ntlworld.com

**The Information Commissioner’s Office can be contacted on 303 123 1113 or by email,** https://ico.org/global/contactus-/email/

**Summary**

In accordance with the law we only collect a limited amount of information about individuals 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 information for purposes other than those specified.

We ensure your data is stored securely.

We delete all information deemed to be no longer necessary for us to keep.

 **Pinewood Parish Council will keep this Privacy Notice under regular review and will place any updates on the Parish Council Website.**

 This notice was produced in July 2018