



## CHURT PARISH COUNCIL

### PRIVACY NOTICE AS AT DECEMBER 2023

#### Summary

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 and we do not sell your data or pass it to third parties, unless in accordance with the Council's right to process information. 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 regularly review our policy to keep it up to date in protecting your data. For further information, see our Privacy Policy, which can be seen on our website ([www.churt.org](http://www.churt.org)) or, on request from the Parish Clerk ([parishclerk@churt.org](mailto:parishclerk@churt.org)).

#### 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, unless it meets the Council's right to process information.

#### The Council's Right to Process Information

The lawful basis on which Churt Parish Council processes information is stated in General Data Protection Regulation Article 6 (1) (a), (c) and (e), summarised as follows as being:

- with the consent of the data subject; or
- necessary for compliance with a legal obligation; or
- necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (the Parish Council).

#### Information Security

Churt 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 (eg encryption and password), and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose for which it was collected, and only for as long as is necessary, after which it will be deleted. You may request the deletion of your data held by Churt 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 Parish Clerk on [Tel:07766 190201](tel:07766190201) or e-mail ([parishclerk@churt.org](mailto:parishclerk@churt.org))

### **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 us on [Tel: 07766 190201](tel:07766190201) or email ([parishclerk@churt.org](mailto:parishclerk@churt.org))

If you wish Churt Parish Council to delete the information about you, please contact us on [Tel: 07766 190201](tel:07766190201) or email ([parishclerk@churt.org](mailto:parishclerk@churt.org)) 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 contact the Parish Clerk to register your concerns.

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

Churt Parish Council does not use any form of automated decision making or 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 Churt Parish Council by contacting the Parish Clerk ([parishclerk@churt.org](mailto:parishclerk@churt.org)). If you are not satisfied with how your complaint is handled, you may also contact the Information Commissioner's Office ([casework@ico.org.uk](mailto:casework@ico.org.uk)).

Churt Parish Council  
December 2023