

## **Rangeworthy Parish Council – General Data Protection Regulations Councillor Privacy Notice**

When you sign your Declaration of Acceptance of Office and take your seat on Rangeworthy Parish Council, the information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with Rangeworthy Parish Council. (The Parish Council asks that you provide a dedicated email address for conducting Parish Council business). Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

### **The Parish 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 Data Controller

### **Information Security**

Rangeworthy 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 Rangeworthy Parish Council at any time).

### **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.

### **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 Parish Clerk.

### **Information Deletion**

If you wish Rangeworthy Parish Council to delete the information about you please contact the Parish Clerk in order 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.

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

Rangeworthy 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 Rangeworthy Parish Council Data Controller – the Parish Clerk and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) or telephone 0303 123 1113

### **Summary**

In accordance with the law, Rangeworthy Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Rangeworthy Parish Council do not use profiling, we do not sell or pass your data to third parties. Rangeworthy Parish Council does not use your data for purposes other than those specified. Rangeworthy Parish Council makes sure your data is stored securely. Rangeworthy Parish Council deletes all information deemed to be no longer necessary. Rangeworthy Parish Council constantly reviews its Privacy Policies to keep it up to date in protecting your data. You may request a copy of our policies at any time.