



NORTH WALTHAM PARISH COUNCIL

GENERAL 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 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.

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

North Waltham 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 North Waltham 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.

General Privacy Notice

Approved on: 18th December 2018

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 to request this.

Information Deletion

If you wish the Parish Council to delete the information about you please contact the Parish Clerk 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 object.

Rights Related to Automated Decision Making and Profiling

North Waltham Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Summary

In accordance with the law,

- North Waltham Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision.
- North Waltham Parish Council does not use profiling, we do not sell or pass your data to third parties.
- North Waltham Parish Council does not use your data for purposes other than those specified.
- North Waltham Parish Council makes sure your data is stored securely.
- North Waltham Parish Council deletes all information deemed to be no longer necessary.

North Waltham Parish Council constantly reviews our Privacy Policies to keep them up to date. (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 North Waltham Parish Council. Please contact the Parish Clerk:

Email: clerk@northwaltham.info

Tel: 01256 397188

The Parish Clerk, North Waltham Parish Council, 6 Longfield Close, North Waltham, Basingstoke, Hampshire RG25 2EL

or you can contact the Information Commissioners Office:

Email: casework@ico.org.uk

Tel: 0303 123 1113

General Privacy Notice

Approved on: 18th December 2018

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9
5AF

Approved at Parish Council meeting, minute reference180/FC/09/18-19.....

Signed ...*G Chapman (Chairman)*..... Date ...18th December 2018.....