

Yarnfield and Cold Meece Parish Council

Data Protection Privacy notice

Document title	Privacy Notice		
Author	Parish Clerk		
Status	Approved		
Effective from	30 May, 2022		
		Date	Resolution
Approved on	First Approved	30 May, 2022	22-228
	Second Review Approved	9 March, 2026	26-76
Next review date	May 2028		

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 not be shared or provided to any other third party.

The Councils Right to Process Information

UK 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

The 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 The 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.

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

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

The 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 or 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 regularly review our Privacy Policy to keep it up to date in protecting your data.

Complaints

If you wish to complain about how your personal information has been handled by The Parish Council, please contact the parish clerk in the first instance:

Email: clerk@yarnfieldandcoldmeece-pc.gov.uk

Phone: 07786 948104

Address Parish Clerk, Yarnfield and Cold Meece Parish Council,
5 DE Havilland Drive, Yarnfield ST15 0SX

Finally, you can complain to the Information Commissioner's Office at:

The Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

Tel: 0303 123 1113

Website - ico.org.uk

Yarnfield and Cold Meece Parish Council

Data protection consent form to hold contact information

I agree that I have read and understand Yarnfield and Cold Meece Parish Council Privacy Notice

I agree by signing below that Yarnfield and Cold Meece Parish Council may process my personal information for providing information and corresponding with me.

I agree that Yarnfield and Cold Meece Parish Council can use pictures and my name when publishing volunteer work actioned by myself on its website and in social media/news articles.

I agree that Yarnfield and Cold Meece Parish Council can keep my personal data for the length of my volunteering position or until I request its removal.

I understand that I have the right to request modification on the information that you keep on record.

I understand that I have the right to withdraw my consent and request that my details are removed from your database.

Signed: _____

Date: _____