



# KINGSMEAD

## PARISH COUNCIL

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## Contact Privacy Notice

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## 1.0 Document details

<b>Release date:</b>	17/06/2019
<b>Version:</b>	0.1
<b>Author(s):</b>	Sarah Morgan
<b>Owner:</b>	Kingsmead Parish Council
<b>Document name:</b>	Contact Privacy Notice

### 1.1 Revision history

Date of next revision: December 2019

Revision date	By	Summary of changes	Version

### 1.2 Approvals

This document requires the following approvals:

Date of Full Council Meeting	Minute Reference	Date of issue	Version
20 <sup>th</sup> May 2019	20/05/19/10d	17/06/19	01

### 1.3 Distribution

This document has been distributed to:

Name	Date of issue	Version
Website	17/06/19	01

## 2.0 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.

## 3.0 The Council's 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.

## 4.0 Information Security

Kingsmead 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.

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 Kingsmead Parish Council at any time).

## 5.0 Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

## 6.0 Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Sarah Morgan (contact details above)

## 7.0 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.

## 8.0 Information Deletion

If you wish Kingsmead Parish Council to delete the information about you, please contact us to request the update.

## 9.0 Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting us.

## 10.0 Rights Related to Automated Decision Making and Profiling

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

## 11.0 Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Kingsmead Parish Council and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

## 12.0 Summary

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