

## LITTON CHENEY PARISH COUNCIL GENERAL PRIVACY NOTICE

If you contact the Parish Council you will be providing personal information (for example address, email address, phone number, organisation). This information 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 third party.

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

This Privacy Notice is provided to you by Litton Cheney Parish Council which is the data controller for your data.

### **The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

### **What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

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.

**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.

**Information Deletion:** You can request Litton Cheney Parish Council to delete the information about you.

**Right to Object:** If you believe that your data is not being processed for the purpose it has been collected for, you may object.

**The right to lodge a complaint with the Information Commissioner's Office:** You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contactus/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on Litton Cheney Village website [littoncheney.org.uk](http://littoncheney.org.uk). This Notice was last updated in July 2018.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Parish Clerk, Litton Cheney Parish Council

Email: [littoncheney@dorset-aptc.gov.uk](mailto:littoncheney@dorset-aptc.gov.uk)