



Catterall Parish Council

PRIVACY POLICY 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, without your consent.

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

Catterall 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 by contacting the Parish Clerk clerk@catterallparish.org.uk.

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. You can do this by contacting the Parish Clerk clerk@catterallparish.org.uk.

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

If you wish Catterall Parish Council to delete the information about you, please contact the Parish Clerk clerk@catterallparish.org.uk.



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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

Catterall 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 Catterall Parish Council's Clerk clerk@catterallparish.org.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Catterall Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision.

- Catterall Parish Council does not use profiling and we do not sell your data to third parties but may pass your consented data to other parties.
- Catterall Parish Council does not use your data for purposes other than those specified.
- Catterall Parish Council makes sure your data is stored securely. Catterall Parish Council deletes all information deemed to be no longer necessary.

Catterall Parish Council constantly reviews our Privacy Policies to keep it up to date in protecting your data. You can request a copy of our policies at any time.

Version Number	Purpose/Change	Author	Date
V0.1	Draft model document	SLCC	21/09/2019
V0.2	Draft policy to be approved by council	E. Millington, Clerk	13/12/2022
V1.0	Adopted by council – minute 3696	E. Millington, Clerk	03/01/2023