Approved November 2021

ATWORTH PARISH COUNCIL PRIVACY NOTICE

When you contacted Atworth Parish Council, the information you provided (personal information such as name, address, email address, telephone number) has been processed and stored so that it is possible for us to contact you and respond to your correspondence and provide requested information regarding Atworth parish Council services. Your personal information will not be shared or provided to any other third party.

The Council's right to process information
Under article 6(1) (a) (b) and (c) of the General Data Protection Regulations, information is processed 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 contract with the data subject or to take steps to enter into a contract.

Information Security
Atworth Parish Council takes care to ensure the security of all 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 technological measures and relevant 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 securely deleted.

YOUR RIGHTS

Access to Information
You have the right to request access to the information we hold on you. You may do this by contacting our Data Information Officer, Georgina Berry clerk@atworth.org

Information Correction
If you believe that the information we hold about you is incorrect, you may contact us in order that we can update it and maintain the accuracy of the data we hold about you. Please contact our Data Information Officer, Georgina Berry clerk@atworth.org

Information Deletion
If you would prefer that Atworth Parish Council deletes the information held about you, please contact our Data Information Officer, Georgina Berry clerk@atworth.org

Right to Object
If you believe the data held about you is not being processed for the purpose which it was collected for, you have the right to object. Please contact our Data Information Officer, Georgina Berry clerk@atworth.org

Rights related to Automated Decision Making and Profiling
Atworth Parish Council does not make use of Automated Decision Making or profiling of any personal data.

Summary
In accordance with the appropriate regulations, we only collect a limited amount of information about individuals, sufficient to be necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties, and we do not use data for purposes other than which it was intended. We ensure data is stored securely. We delete all data deemed to be no longer necessary. We continually review our Privacy Policies to ensure it is current and suitable for ensuring the protection of your data.

Complaints
Should you have any complaint regarding the way your personal data has been processed you should in the first instance contact our Data Information Officer, Georgina Berry clerk@atworth.org and subsequently the Information Commissioner's Office casework@ico.org tel. 0303 123 1113