

Shillington Parish Council

Including Pegsdon & Higham Gobion
BEDFORDSHIRE

Mrs. Helen Smith <i>Clerk to the Council</i> Tel/Fax 01462 713224 clerk.shillingtonparishcouncil@gmail.com	11 Hillside Close, Shillington, Hitchin, Herts SG5 3NN
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SHILLINGTON PARISH COUNCIL PRIVACY NOTICE

When you contact Shillington Parish Council

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to service provision.

Your personal information will be not shared or provided to any other third party without your prior consent.

Shillington Parish Council's Right to Process Information

GDPR 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

Shillington Parish Council cares 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.

Your Rights

- **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

- **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 Shillington Parish Council to delete the information about you please contact us.

- **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 us.

- **Rights Related to Automated Decision Making and Profiling**

Shillington Parish Council does not use automated decision making or profiling of individual personal data.

To Sum Up

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, we do not 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 constantly review our Privacy Policies to keep them up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to:

- our Data Protection Officer: Jayne Cole, ceo@lcpas.co.uk Tel: 01284 766885 and
- the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113