

# **Duddo Parish Council Privacy Policy**

## **Our contact details**

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## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To enable us to contact you and respond to your correspondence / emails
- To provide information and/or access our facilities and services

We use the information that you have given us in order to:

- Communicate with you about the Council and its activities
- Communicate with you about what is going on in the Councils area or other local authority areas including news, events, meetings, clubs, groups and activities

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.

- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

## **What we do with the information we have**

We use the information that you have given us in order to comply with a legal obligation or because processing is necessary for the performance of a task carried out in the public interest. 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.

## **How we store your personal information**

Your information is securely stored either electronically or at the address of the parish clerk.

We keep your data, to enable us to contact you, for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** – You have the right to ask us for copies of your personal information.

**Your right to rectification** – You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** – You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** – You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>