

Reviewed May 2023

Next review before May 2024

EMAIL CONTACT PRIVACY NOTICE

1. 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.
2. **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'.
3. **Information Security**
Upton Grey 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. 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. (You may request the deletion of your data held by Upton Grey Parish Council at any time).
4. **Children** We will not process any data relating to a child (under 13) without the express parent / guardian consent.
5. **Access to Information** You have the right to request access to the data we hold in relation to you. You can do this by contacting the Parish Clerk.
6. **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. Please contact the Parish Clerk to request this.
7. **Information Deletion** If you wish Upton Grey Parish Council to delete the information about you please contact the Parish Clerk to request this.
8. **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 to object.
9. **Complaints** If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Clerk, and to the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113
10. **Summary**

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

Upton Grey Parish Council do not use profiling, we do not sell or pass your data to third parties. Upton Grey Parish Council do not use your data for purposes other than those specified. Upton Grey Parish Council make sure your data is stored securely. Upton Grey Parish Council delete all information deemed to be no longer necessary.