

St. Mary Bourne Parish Council

[www.stmarybourne-pc.gov.uk](http://www.stmarybourne-pc.gov.uk)



## Contact Privacy Notice

### **When you contact us**

The information you provide when you contact us by letter, email, through the website contact page or by telephone (personal information such as name, address, email address, phone number, organization) 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 not be shared or provided to any other third party.

### **Information security**

St Mary Bourne Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorized access, loss, manipulation, falsification, destruction or unauthorized 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. (You may request the deletion of your data held by St Mary Bourne parish council at any time.)

### **Children**

We will not process any data relating to a child under 13 without the express parental/guardian consent of the child concerned.

### **Your right of access**

You have the right to request access to the information we have on you.

### **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 data if certain circumstances.

### **Your right to object**

You may object if you believe your data is not being processed for the purpose it was collected for.

### **Contact details**

To exercise any of your rights, or to make a complaint regarding the way your personal data has been processed, please contact the Data Information Officer, Maxine Owen at [clerk@stmarybourne-pc.gov.uk](mailto:clerk@stmarybourne-pc.gov.uk).

Adopted at Full Council Meeting on 7<sup>th</sup> November 2022