

Ashill Parish Council Privacy Statement

This website is managed by Ashill Parish Council. The Council take the protection of your personal data seriously and is committed to protecting this information in accordance with the requirements of the General Data Protection Regulation (GDPR).

We process and hold information in order to provide public services. This notice explains how we use and share your information. Information may be collected on paper, by telephone, email or by the Clerk or one of our Councillors.

1. We record personal information if you :

- Apply for services that require personal information;
- Report a problem and give your contact details for us to respond; and
- Contact us and leave your details for us to respond.

2. We collect and hold information about you in order to :

- Deliver public services;
- Discharge the contract between you and the Council;
- Make sure we meet our statutory obligations; and
- Prevent or detect fraud through the necessary audit tasks carried out for the Council;

3. We are permitted to process information under GDPR Article 6 (1) (a) (b) and (e) when :

- 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; or
- Processing is necessary to fulfil a contractual obligation to you.

4. How we use your information

We will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary. All Council employees and Councillors who have access to your personal data and are associated with the handling of that data are obliged to respect the confidentiality of your data. The Council tries to keep the information we have about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will amend or erase that information upon request.

5. Information sharing

We may share your information with other partner organisations where this is necessary to support the Council in providing services. We will never share your personal information with a third party unless we have a lawful reason to do.

6. Information security

The Parish Council will make every effort to ensure 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.

7. Children

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

8. Your rights

- Access to Information - you have the right to request access to the information we have about you.
- 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 the 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.

9. Links to other websites

This privacy notice does not cover the links within this site to other websites. We encourage you to read the privacy statements on these linked websites.

You can contact the Parish Council by emailing the Clerk.