Twyford and Thorpe Satchville Parish Council

General Privacy Statement

Privacy Statement

1. The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services.

1. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (c) (Data Protection Act 2018)

Processing is with consent of the data subject

And

Processing is necessary for compliance with a legal obligation

1. Information Security

Twyford and Thorpe Satchville Parish Council takes all care 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 relevant policies.

We will only keep your data for the purpose it was collected for and it will be kept during the period of engagement and where necessary for a statutory period of six years after. After which it will be deleted.

1. Your Rights

Access to Information

You have the right to request access to the information we hold on you. You can do this by contacting the Data Protection Officer: [majones.twyfordandthorpepc@gmail.com](mailto:majones.twyfordandthorpepc@gmail.com)

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 Data Control Officer: [pchalloner.twyfordandthorpepc@gmail.com](mailto:pchalloner.twyfordandthorpepc@gmail.com)

Information Deletion

If you wish Twyford and Thorpe Satchville Parish Council to delete the information about you, please contact the Data Control Officer: [pchalloner.twyfordandthorpepc@gmail.com](mailto:pchalloner.twyfordandthorpepc@gmail.com)

Please note: The Council has a legal obligation to retain information relating to their Councillors, tenants and parishioners.

Right to Object

If you believe that your data is not being processed for the purpose it has been

collected for, you may object to the Data Control Officer:

Please contact [pchalloner.twyfordandthorpepc@gmail.com](mailto:pchalloner.twyfordandthorpepc@gmail.com)

Rights Related to Automated Decision Making and Profiling

Twyford and Thorpe Satchville Parish Council does not use automated decision making or profiling of personal data.

1. 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 it 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 the Data Control Officer [pchalloner.twyfordandthorpepc@gmail.com](mailto:pchalloner.twyfordandthorpepc@gmail.com)

Phil Challoner

Clerk to Council

2 September 2020 (Reviewed June 2023)