Privacy Notice – Adopted July 2021

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. Your personal information will be not shared or provided to any other third party without your written permission.

1. **The councils right to process information.**
   GDPR Article 6 (1) (a) (c) (Data Protection Act 2018)
   Processing is with consent of the data subject (person giving the data) and processing is necessary for compliance with a legal obligation.

2. **Information security.**
   Corfe Castle Parish Council cares 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 after which it will be deleted.

3. **Your Rights & Access to Information**
   You have the right to request access to the information we have on you. You can do this by contacting the Data Information Officer: clerk@corfecastleparishcouncil.gov.uk

4. **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: clerk@corfecastleparishcouncil.gov.uk

5. **Information Deletion**
   If you wish Corfe Castle Parish Council to delete the information about you, please contact: clerk@corfecastleparishcouncil.gov.uk

   Please note: The Council has a legal obligation to retain certain information.

6. **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 clerk@corfecastleparishcouncil.gov.uk

7. **Rights related to automated decision making and profiling.**
   Corfe Castle Parish Council does not use automated decision making or profiling of personal data.

8. **Complaints.**
   If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Information Commissioner's Office (ICO) via their live chat service ico.org.uk/livechat or call their hotline on 0303 123 1113

Review date June 2022