



Horsmonden Parish Council

Privacy Notice

When you contact Horsmonden Parish Council

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to service provision.

Your personal information will not be shared with any third party without your prior consent.

Horsmonden Parish Council Right to Process Information

GDPR Article 6 (1) (a) (b) and (c)

- 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 contract with the data subject or to take steps to enter into a contract

Information Security

Horsmonden 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 and only for as long as is necessary, after which it will be deleted or shredded.

Your Rights

Access to Information

You have the right to request access to the information we have on you. Anybody who makes a request to see any personal information held about them by the Council is making a subject access request. All information relating to the individual, including that held in electronic or manual files will be considered for disclosure.

The Council may ask for any further information reasonably required to locate the information.

All requests will be handled in line with our Subject Access policy where it will be initially dealt with within 30 days. You can do this by contacting us by email or post.

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 **Horsmonden 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, please contact us

Rights Related to Automated Decision Making and Profiling

Horsmonden Parish Council does not use automated decision making or profiling of personal data.

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 either contact us direct by emailing clerk@horsmonden-pc.gov.uk, or you can make a complaint to our Data Protection Officer Richard Newell-GDPR-info Ltd who can be contacted via the Clerk; or the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113