



TAKELEY PARISH COUNCIL

Station House, Sycamore Close, Takeley, Essex, CM22 6QA

www.takeleypc.co.uk

E-mail: takeleyparishcouncil@outlook.com

Clerk – Julia Peachey – Tel: 01279 902434

Contact Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) 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 unnecessarily to any other third party.

We may on occasion forward your query to one of our associates where you have written to us with a specific request as it will appear consensual by your request that you are expecting resolution to your query and there are occasions when the issue falls outside our jurisdiction. Our associates will also be governed by GDPR. We will let you know of this action if this should occur and processing will be seen as in the exercise of official authority.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

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

Information Security

Takeley Parish Council has a duty 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.

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 personal data held by Takeley 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.

Access to Information

You have the right to request access to the information we have on 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 Takeley Parish Council to delete the information about you please contact us to request this.

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 the Clerk to object.

Rights Related to Automated Decision Making and Profiling

Takeley Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Takeley Parish Council via the Clerk. (In May 2018 Town and Parish Councils were confirmed exempt by the House of Commons from having to have a Data Protection Officer).

Summary: In accordance with the law, Takeley Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Takeley Parish Council do not use profiling, we do not sell or pass your data to third parties. Takeley Parish Council do not use your data for purposes other than those specified. Takeley Parish Council make sure your data is stored securely. Takeley Parish Council delete all information deemed to be no longer necessary. Takeley Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data.