

# Norton Lindsey Parish Council

## Privacy Notice

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This sets out the type of information Norton Lindsey Parish Council collects (or is supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

Norton Lindsey Parish Council collects and uses information from the public, councillors and employees.

Norton Lindsey Parish Council is supplied with a copy of the register of electors by Warwick District Council.

We do not sell personal information to other organisations.

The data controller for your personal data is Norton Lindsey Parish Council.

### **When you contact us**

The personal information you provide (such as name, address, email address, phone number, organisation) will be processed and stored:

- To enable Norton Lindsey Parish Council to carry out its day to day activities;
- To enable Norton Lindsey Parish Council to process enquiries and respond to correspondence, provide information and/or access to our facilities and services. This includes mailing lists for newsletters, agendas or minutes.
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf. This might be done as part of preparing a Community Plan (or Neighbourhood Plan) if we carry out a survey to find out what the community thinks.
- To comply with legal obligations.

### **The Councils Right to Process Information**

Under the General Data Protection Regulations Article 6 (1) (a) (b) and (e), Norton Lindsey Parish Council has the right to process information, provided that:

- 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.

### **Who might we share the information with?**

We might share information with the District/County Council or emergency services where this is a legal requirement or we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing is a legal requirement or where it is considered necessary in an emergency or for health and safety reasons.

If you write to us your email or letter will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so.

### **Information Security**

Norton Lindsey 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. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

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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 data held by Norton Lindsey Parish Council at any time).

We will publish on our website any changes we make to our data protection/information management policies.

### **Children**

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

### **Your rights**

You have the right to request access to the information Norton Lindsey Parish Council has on you.

If you believe that the information is incorrect, you may contact us so that we can update it and keep your data accurate. You can request that Norton Lindsey Parish Council deletes the information it holds about you.

If you believe that your data is not being processed for the purpose it has been collected for, you may object.

### **Rights Related to Automated Decision Making and Profiling**

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

### **Conclusion**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision, or legal requirements. 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 and other Policies to keep them up to date in protecting your data (you can request a copy of our policies at any time).

### **Please make any requests or complaints to:**

The Data Protection Officer  
Norton Lindsey Parish Council  
Email: [nortonlindseyipc@outlook.com](mailto:nortonlindseyipc@outlook.com)

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are:

The Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Telephone: 01625 545745 or 0303 123 1113 (local rate) or email: [casework@ico.gov.uk](mailto:casework@ico.gov.uk)