

LYNESACK AND SOFTLEY PARISH COUNCIL

Clerk: Christine Dodd

Helmington Manor

Helmington Row

Co. Durham

DL15 0SA

Telephone: 07920820466

Email: lynesackandsoftleyparishcouncil@outlook.com

Contact Privacy Notice

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, respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.

The Council's 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

Lynesack and Softley 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.

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 Lynesack and Softley 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 a right to request access to the information we have on you. You can do this by contacting our Data Information Officer (Parish clerk – details as above)

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 Parish clerk, details above, to request this.

Information deletion

If you wish Lynesack and Softley Parish Council to delete the information about you please contact the Parish clerk.

Right to object

If you believe that your data is not being processed for the purpose it has been collected then you may object, in which case please contact the Parish Clerk.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Lynesack and Softley Parish Council clerk and also the Information Commissioners Office casework@ico.org.uk Tel No: 0303 123 1113.

Summary

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