

Bronington Community Council

Email & Address Contact Privacy Notice Policy

Bronington Community Council,
Langdale, Sarn,
Malpas, SY14 7LN.
Tel: 01948 770678
broningtoncommunitycouncil@hotmail.co.uk

When you contact us

The information you provide (personal information e.g. 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 be not 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):

- a. The data subject has given consent to the processing of his or her personal data for one or more specific purposes.
- b. Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- c. Processing is necessary for compliance with a legal obligation to which the controller is subject.

Information Security

Bronington Community 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 Bronington Community Council at any time.

Children

Bronington Community Council will not process any data relating to a child (under 16) without the express parental/ guardian consent of the child concerned.

Bronington Community Council

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Clerk (see above contact details)

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 Clerk to request this.

Information Deletion

If you wish Bronington Community Council to delete the information about you please contact the Clerk 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 Clerk, Ruth Shackleton (see above contact details) to object.

Rights Related to Automated Decision Making and Profiling

Bronington Community 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 Bronington Community Council and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary

In accordance with the law, Bronington Community Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision.

Bronington Community Council

- do not use profiling, we do not sell or pass your data to third parties.
- do not use your data for purposes other than those specified.
- make sure your data is stored securely.
- deletes all information deemed to be no longer necessary.
- constantly reviews our Privacy Policies to keep it up to date in protecting your data

This policy was adopted by the Bronington Community Council on Wednesday 16th September 2020

Date of next review no later than 16th September 2022