

# Stalmine-with-Staynall Parish Council Email 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 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**

Stalmine-with-Staynall 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.

We will keep your data only 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 Stalmine-with-Staynall 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. You can do this by contacting our Parish Clerk.

## **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 Town Clerk.

## **Information Deletion**

If you wish Stalmine-with-Staynall Parish Council to delete the information about you please contact the Parish 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 the Parish Clerk to object.

## Rights Related to Automated Decision Making and Profiling

Stalmine-with-Staynall 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 Stalmine-with-Staynall Parish Council's Clerk Debbie Smith, email: [clerk@stalmine-with-staynall-pc.gov.uk](mailto:clerk@stalmine-with-staynall-pc.gov.uk) tel: 07769 686674. You can also contact the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

**Summary:** In accordance with the law, (Stalmine-with-Staynall Parish Council) collects only a limited amount of information about you that is necessary for correspondence, information and service provision. Stalmine-with-Staynall Parish Council do not use profiling, we do not sell or pass your data to third parties. Stalmine-with-Staynall Parish Council do not use your data for purposes other than those specified. Stalmine-with-Staynall Parish Council make sure your data is stored securely. Stalmine-with-Staynall Parish Council delete all information deemed to be no longer necessary. Stalmine-with-Staynall Parish Council constantly reviews its privacy policies to keep them up to date in protecting your data. You can request a copy of our policies at any time.

Document control			
<b>Document title</b> SWS Email Contact Privacy Notice			
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V1.0 final	12 June 2018	Alison May (SLCC template)	June 2019
“	Oct 2021	“	Oct 2022
“	Sept 2023	Debbie Smith	Sept 2024
“	Sept 2024	Debbie Smith	Sept 2025
“	Oct 2025	Debbie Smith	Oct 2026