



For Information

Privacy Notice

Adopted: 01/11/2022

Chairman: Cllr. S Houghton

Minute Ref.: 221031/7

*Administered by Clerk and Responsible Financial Officer
to Wiswell Parish Council.*

1. Wiswell Parish Council's (the Council) right to process information:

The Council's right to process information is set out in the General Data Protection Regulations Article 6 (1); (a) (b) and (e).

- a. Processing is with consent of the data subject.
- b. Processing is necessary for compliance with a legal obligation.
- e. 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.

2. When you contact the Council:

When you contact the Council, the information you provide such as name, address, email address, phone number and organisation will be processed and stored to enable the Council to contact you, respond to your correspondence and provide information to access the Council's facilities and services. Your personal information will not be shared or provided to any third party without your prior permission.

3. Information Security:

The Council has a duty to ensure the security of personal data. The Council will 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 the Council's Policies; copies of these policies can be requested and are available on the Council's website.

The Council will only keep your data for the purpose it was collected and only for as long as is necessary, after which it will be deleted. You may request the deletion of your data held by the Council at any time.

4. Children (Under 18):

The Council will not process any data relating to a child without the express parental/guardian consent of the child concerned.

5. You can contact the Council's Data Protection Officer for the following reasons:

5.1 Access to information.

You have the right to request access to the information the Council holds on you.

5.2 Information correction.

If you believe that the information the Council holds about you is incorrect, you may contact the Council to update it and keep your data accurate.

5.3 Information deletion.

If you wish the Council to delete information about you.

5.4 Right to object.

If you believe your data is not being processed for the purpose it was collected.

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5.5 Rights related to automated decision making and profiling.

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

6. In Summary:

In accordance with the law, the Council will only collect information that is necessary for correspondence and service provision.

The Council:

- Does not use profiling.
- Does not sell or pass your data to third parties.
- Does not use your data for purposes other than those specified.
- Will make sure your data is stored securely.
- Will delete all information deemed to be no longer necessary.
- Will constantly review its Privacy Policies to keep them up to date in protecting your data. Note that you can request a copy of the Council's policies at any time.

7. Complaints:

If you have a complaint regarding the way your personal data has been processed, please contact the Council's Data Information Officer; clerk@wiswellpc.org.uk or the Information Commissioners Office:

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

Telephone: 0303 123 1113

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