

### 1. When you contact us

- 1.1. 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 be not shared or provided to any other third party.

### 2. The Councils right to process information

- 2.1. Pencombe Group Parish Council (“the Council”) has the right to process information under the General Data Protection Regulations Article 6 (1) (a) (b) and (e):
  - 2.1.1. Processing is with consent of the data subject, or
  - 2.1.2. Processing is necessary for compliance with a legal obligation, or
  - 2.1.3. 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.

### 3. Information security

- 3.1. Pencombe Group 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.
- 3.2. 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 the Council at any time.

### 4. Children

- 4.1. Pencombe Group Parish Council will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

### 5. Access to information

- 5.1. You have the right to request access to the information we have on you. You can do this by contacting the Parish Clerk, who acts as the Data Protection Compliance Officer.

### 6. Information correction

- 6.1. 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, who acts as the Data Protection Compliance Officer, to request this.

## 7. Information deletion

- 7.1. If you wish Pencombe Group Parish Council to delete the information about you please contact the Parish Clerk, who acts as the Data Protection Compliance Officer, to request this.

## 8. Right to object

- 8.1. If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact Pencombe Group Parish Council, as the Data Controller, via the Parish Clerk to object.

## 9. Rights related to automated decision making and profiling

- 9.1. Pencombe Group Parish Council does not use any form of automated decision making or the profiling of individual personal data.

## 10. Complaints

- 10.1. If you wish to make a complaint regarding the way your personal data has been processed you may contact the Parish Clerk, as Data Protection Compliance Officer, and/or the Information Commissioner's Office: <https://ico.org.uk/global/contact-us/email/> or 0303 123 1113.

## 11. Summary

- 11.1. In accordance with the law, Pencombe Group 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, 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 Policy to keep it up to date in protecting your data.
- 11.2. All data protection policies can be viewed at: <http://pencombegrouppc.org.uk/council-business/parish-council-documentation/>