

# **Gladestry Community 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.

Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information.

Under the 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.

Gladestry Community Council has a duty to ensure the security of personal data. The Council will ensure 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 viewed on the Community website under Council Documents.

The Council 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.

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 the 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 Clerk to request this.

Information Deletion.

If you wish the 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 the Clerk to object.

The 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 Clerk.

#### Summary.

In accordance with the law, Gladestry Community Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. The Council does not use profiling, and does not sell or pass your data to third parties. The Council does not use your data for purposes other than those specified. The Council makes sure your data is stored securely. All information deemed to be no longer necessary is deleted. The Community Council regularly reviews its Privacy Policies to keep it up to date in protecting your data.

Contact details: Kenneth Waugh, Clerk to the Council  
email: [clerk@gladestry.org.uk](mailto:clerk@gladestry.org.uk)  
tel: 01544 370700

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