**East Chinnock Parish Council**

**Data Privacy Notice**

**Your data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by [the General Data Protection Regulation 2016/679 (the “GDPR”). Your name and email/home address are personal data.

**Who are we?**

East Chinnock Parish Council is the Data Controller. This means it decides how your personal data is processed and for what purposes.

**How do we process your personal data?**

East Chinnock Parish Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Your individual consent form will enable you to specify what we use your data for.

**What is the legal basis for processing (using) your data?**

We will only use your data in accordance with the Regulations. The vast majority of the uses will be authorised by individual consent.

**Sharing your personal data:**

Your personal data will be treated as strictly confidential and will not be shared with anyone outside the Council without your express consent.

**How long do we keep your personal data?**

We will keep your data for so long as you wish to continue to receive information from us. When your consent is withdrawn your personal data will be deleted.

**Your rights and your personal data:**

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

 The right to request a copy of your personal data which East Chinnock Parish Council holds about you.

The right to request that the data controller corrects any personal data if it is found to be inaccurate or out of date.

The right to request your personal data is erased where it is no longer necessary for data controller to retain such data.

The right to withdraw your consent to the processing at any time.

The right to request that the data controller provide the data subject with his/her personal data.

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.

The right to object to the processing of personal data.

The right to lodge a complaint with the Information Commissioners Office.

**Contact Details:**

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Clerk at ecparishcouncilclerk@yahoo.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.