



Studley Parish Council
Studley Village Hall, High Street, Studley, B80 7HJ

Tel: 01527 853204
Email: clerk@studleyparishcouncil.gov.uk

Studley 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 be not 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)

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

Information Security

Studley 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 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 Studley 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.

Information Correction

Contact us if you believe the information we have about you is incorrect, so that we can update it and keep your data accurate.

Information Deletion

Contact us if you wish Studley Parish Council to delete the information about you.

Right to Object

Let us know if you believe that your data is not being processed for the purpose it has been collected for.

Rights Related to Automated Decision Making and Profiling

Studley 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, please contact the Clerk to the Council, Parish Council Office, Village Hall, High Street, Studley B80 7HJ or by email to clerk@studleyparishcouncil.gov.uk.

Further advice may be obtained from the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Summary: In accordance with the law and Article 8 of the European Convention on Human Rights, Studley Parish Council:

- only collects a limited amount of information about you that is necessary for correspondence, information and service provision.
- 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.
- makes sure your data is stored securely.
- deletes all information deemed to be no longer necessary.
- constantly reviews its Privacy Policies to keep up to date in protecting your data. (You can request a copy of our policies at any time).

Policy Adopted by Studley Parish Council on 19th June 2018; to be reviewed June 2021
Revised March 2022.