

CHALFONT St. PETER PARISH COUNCIL

Council Office, adj. The Community Centre, Gravel Hill, Chalfont St Peter, Bucks, SL9 9QX
Tel & Fax: 01753 891582 email: clerk@chalfontstpeter-pc.gov.uk
Website: www.chalfontstpeter-pc.gov.uk



Clerk: Mrs Debbie Evans

Deputy Clerk: Nick Stayt

Data Protection 2018 - 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 Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e): The Parish Council are allowed to use and share your personal data only where we have a proper reason to do so. The law states we must have one or more of the following reasons 1) Processing is with consent of the data subject 2) Processing is necessary for compliance with a legal obligation 3) Processing is necessary for the performance of a task carried out in the public interest or 4) in the exercise of official authority vested in the controller.

Information Security

Chalfont St Peter 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 are on our website.

Information retention

We will only keep your data for the purpose it was collected for and only for as long as is necessary to either respond to your query or as required under our legal retention obligations. After which it will be deleted. (You may request the deletion of your data held by Chalfont St Peter Parish Council at any time). A comprehensive document retention schedule is available to view on our website.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights to Access

You have the right to request access to the information we have on you, these are called your Data Subject Rights, further detail can be found on the ICO website www.ico.org.uk

If you require access under one of the headings below please fill out the You can do this by contacting our Data Controller: The Clerk, email clerk@chalfontstpeter-pc.gov.uk or call 01753 891582.

Rights to Rectification

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, email clerk@chalfontstpeter-pc.gov.uk or call 01753 891582 to request this.

Right to data portability

To electronically move, copy or transfer your personal information in a standard form.

Rights to Erasure

If you wish Chalfont St Peter Parish Council to delete the information about you please contact: The Clerk, email clerk@chalfontstpeter-pc.gov.uk or call 01753 891582 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, email clerk@chalfontstpeter-pc.gov.uk or call 01753 891582 to object.

Rights Related to Automated Decision Making and Profiling

Chalfont St Peter Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion:

In accordance with the law, we 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 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 Policies to keep it up to date in protecting your data. (All policies are available on our website www.chalfontstpeter-pc.gov.uk)

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Chalfont St Peter Data Information Officer: via The Clerk, email clerk@chalfontstpeter-pc.gov.uk or call 01753 891582 and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113