

CHARLTON PARISH COUNCIL – PRIVACY NOTICE

When you contact us

The information you provide (personal information such as name, 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 not be 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).

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

Charlton 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 Charlton Parish Council at any time.

Children

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

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer – the Parish Clerk at mrbg1@outlook.com