

Who we are: Yeohead & Castleton Parish Council

Our website address is: www.yeoheadpc.co.uk

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 third party, unless you give us your consent to do so, in order to answer your query or provide a service.

The Councils 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: Yeohead & Castleton 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 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.

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: 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.

Information Deletion: You can request Yeohead & Castleton Parish Council to delete the information about you.

Right to Object: If you believe that your data is not being processed for the purpose it has been collected for, you may object.

The contact for any of the above requests is the Parish Clerk Mrs Rose Edwards, Tel No. 01963 220491

Email: yeohead@dorset-aptc.gov.uk

Rights Related to Automated Decision Making and Profiling: Yeohead & Castleton 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, or pass it on without your consent. 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.

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complain to Yeohead & Castleton Parish Clerk, Mrs Rose Edwards, 01963 220491, email yeohead@dorset-aptc.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

YHPC June 2018