



### **PRIVACY NOTICE**

#### **Council Commitment**

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 or pass 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 up to date in protecting your data.

#### **Legal Context**

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

#### **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.

Balsall Parish Council is the Data Controller for your data:

Council Address: 287/289 Kenilworth Road, Balsall Common CV7 7PA

Email Address: balsallparishcouncil@gmail.com

Telephone numbers: 01676 535679

#### **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
- necessary for compliance with a legal obligation or
- necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller



## Balsall Parish Council

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### **Information Security**

Balsall 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.

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 Balsall 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. You can do this by contacting our Data Information Officer: Clerk, Balsall Parish Council, address as above.

### **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. Please contact the Clerk, Balsall Parish Council, address as above to request this.

### **Information Deletion**

If you wish to delete the information about you please contact the Clerk, Balsall Parish Council, address above 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, Balsall Parish Council, address as above, to object.

### **Rights Related to Automated Decision Making and Profiling**

Balsall 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 you may make a complaint to Parish Clerk, Balsall Parish Council, 287/289 Kenilworth Road, Balsall Common, Solihull, West Midlands CV7 7EL and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113