



SLAPTON PARISH COUNCIL DATA POLICY

Slapton Parish Council

Address: Edgehill, Carr Lane, Slapton, Devon, TQ7 2PU

Email: clerk@slaptonparishcouncil-devon.gov.uk

Tel: 01548 580496

Last reviewed: February 2024. Approved: 04/03/23, minute reference: **XXX**

In accordance with Regulations, Slapton Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling and do not sell or pass your data to third parties. Slapton Parish Council does not use your data for purposes other than those specified and ensures your data is stored securely. We delete all information deemed to be no longer necessary.

When you contact us

The information you provide (e.g. personal information such as your name, address, email address, phone number and organisation) will be processed and stored to enable us to contact you, respond to your correspondence, provide information and/or access to our facilities and services. Your personal information will be not shared with or provided to any other third party.

Right to process information

General Data Protection Regulations Article 6 (1) (a) (b) and (e) outline that councils can process information in the following circumstances:

- Processing is with consent of the data subject;
- 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

Slapton 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.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which time, it will be deleted. You may request the deletion of your data held by Slapton Parish Council at any time.

Children

Slapton Parish Council will not process any data relating to a child (under 13) without the express consent of the child's parent/legal guardian.

Access to information

You have the right to request access to the information we have on you. You can do this by contacting our Parish Clerk/Data Information Officer: clerk@slaptonparishcouncil-devon.gov.uk or 01548 580496

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. You can do this by contacting our Parish Clerk/Data Information Officer: clerk@slaptonparishcouncil-devon.gov.uk or 01548 580496

Information deletion

If you would like Slapton Parish Council to delete information held about you, you may contact us to request that it is deleted. You can do this by contacting our Parish Clerk/Data Information Officer: clerk@slaptonparishcouncil-devon.gov.uk or 01548 580496

Right to object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. You can do this by contacting our Parish Clerk/Data Information Officer: clerk@slaptonparishcouncil-devon.gov.uk or 01548 580496

Rights related to automated decision making and profiling

Slapton Parish Council does not use any form of automated decision making or 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 Slapton Parish Council or the Information Commissioners Office.

- Data Information Officer/Parish Clerk: clerk@slaptonparishcouncil-devon.gov.uk or 01548 580496
- Information Commissioners Office: casework@ico.org.uk or 0303 123 1113

Next review due: February 2025

Slapton Parish Council's Privacy Policy is based on a template produced by the Society for Local Council Clerks for use by its members.