## **Compton Bishop Parish Council**

# General Data Protection Regulation (GDPR) Privacy Notice

Compton Bishop Parish Council takes the protection of your data seriously. We will ensure that the privacy of any data we hold will be safeguarded.

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 information collected by third parties, for example, Google Analytics. 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.

#### **Personal Data**

The personal information you provide i.e. name, addresses (both home and email), phone number, organisation or affiliation) will be processed and stored to enable us to contact and respond to you.

Your personal information will be not shared or provided to any other third party.

#### **Information Security**

Compton Bishop 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 it will be deleted.

#### **Access to Information**

You have the right to request access to the information we have on you or you may request deletion of your data by contacting our Data Information Officer, who is the Clerk.

#### **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 our Data Information Officer, who is the Clerk

#### 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 our Data Information Officer, who is the Clerk

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Compton Bishop Parish Council's Data Information Officer (email to comptonbishopparishcouncil@gmail.com)

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**Please note:** This privacy notice summarises the General Privacy Notice which has been adopted by Compton Bishop Parish Council which is available on the Parish Website (www.comptonbishopparish.org.uk)

Data Information Officer is The Clerk: comptonbishopparishcouncil@gmail.com

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