



# Slinfold Parish Council

PO Box 315, Billingshurst, West Sussex RH14 9XX  
Tel:01403 785864 Email:clerk@slinfold-pc.gov.uk

## Contacting Us Privacy Notice

### **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 with or provided to any other third party except as necessary to deal with the matters you have raised, or with your consent.

### **The Council's Right to Process Information**

General Data Protection Regulations Article 6 (1) (e)

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 Council

### **Information Security**

Slinfold 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 Slinfold Parish Council at any time.

### **Children**

We will not process any data relating to a child under the age of 13 without the express consent of the parent or guardian 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 the Parish 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 contact the Parish Clerk to request this.

### **Information Deletion**

If you wish Slinfold Parish Council to delete the information about you please contact the Parish Clerk to request this. Please be aware that the Council might then be unable to deal with the matters you have raised.

### **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 Parish Clerk to object.

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

Slinfold 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 the Slinfold Parish Council Clerk and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

### **Summary**

In accordance with the law, Slinfold Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Slinfold Parish Council does not use profiling, nor does it sell your data to third parties, and does not use your data for purposes other than those specified. Slinfold Parish Council makes sure your data is stored securely, and deletes all information deemed to be no longer necessary. Slinfold Parish Council constantly reviews its Privacy Policies to keep them up to date in protecting your data. You can request a copy of our policies at any time.

Yours sincerely

**SLINFOLD PARISH COUNCIL**

*M Burroughs*

Mary Burroughs

**Clerk to the Council**