



# NETHER STOWEY PARISH COUNCIL

## General Privacy Policy - Cemetery

### 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. Information may be collected on a paper form, by telephone, email by a member of our staff.

**We only use this information so that we can contact you either specifically about an issue concerning your family grave(s) or to advise important information about the cemetery such as major maintenance work.**

### The Council's 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

The Council tries to keep the information we have about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information upon request. Our contact details are below.

### Information Security

Nether Stowey 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 at any time and are available to view them on the Parish Council website at [www.netherstowey-pc.gov.uk/data-protection](http://www.netherstowey-pc.gov.uk/data-protection)).

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 Nether Stowey Parish Council at any time).

All employees who have access to your personal data and are associated with the handling of that data are obliged to respect the confidentiality of your data. All your communications to us are protected against unauthorised access by third parties.

We may need to pass your information to other people and organisations that provide the service. For example, we might ask if we can forward your correspondence or contact details to an appropriate authority or organisation who can provide the information required or is empowered to deal with your request. We will only do so once we have obtained your consent, unless we are legally required to do so. These providers are obliged to keep your details securely and use them only to fulfil your request. We may disclose information when necessary to prevent risk of harm to an individual.

### 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: Mrs Caroline Slaymaker, at the Parish Office as above, or by e-mail to: [clerk@netherstowey-pc.gov.uk](mailto:clerk@netherstowey-pc.gov.uk).



## NETHER STOWEY PARISH COUNCIL

### 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: Mrs Caroline Slaymaker, at the Parish Office as above, or by e-mail to: [clerk@netherstowey-pc.gov.uk](mailto:clerk@netherstowey-pc.gov.uk) 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, Mrs Caroline Slaymaker, at the Parish Office as above, or by e-mail to: [clerk@netherstowey-pc.gov.uk](mailto:clerk@netherstowey-pc.gov.uk) to object.

### Transfer of Data Abroad

We do not generally have any need to transfer individual personal data to other countries and would not do so without your explicit consent. Any data transferred though our online backup system to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

### Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Nether Stowey Parish Council Data Information Officer: Mrs Caroline Slaymaker, at the Parish Office as above, or by e-mail to: [clerk@netherstowey-pc.gov.uk](mailto:clerk@netherstowey-pc.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) or telephone: 0303 123 1113

### Summary

In accordance with the law, Nether Stowey Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Nether Stowey Parish Council do not use profiling, we do not sell or pass your data to third parties. Nether Stowey Parish Council do not use your data for purposes other than those specified. Nether Stowey Parish Council ensure your data is stored securely. Nether Stowey Parish Council delete all information deemed to be no longer necessary. Nether Stowey Parish Council constantly review our Privacy Policies to keep them up to date in protecting your data. (You can request a copy of our policies at any time or view them on the Parish Council website at [www.netherstowey-pc.gov.uk/data-protection](http://www.netherstowey-pc.gov.uk/data-protection)).