



NETHER STOWEY PARISH COUNCIL

2A Castle Street, Nether Stowey, Somerset TA5 1LN
Tel: 01278 733 779 • www.netherstowey-pc.gov.uk

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.

Information may be collected on a paper form, by telephone, e-mail by a member of our staff. Your personal information will be not shared or provided to any other third party except with your specific agreement (see below).

The NSPC website does not track anyone or use cookies and it does not use web analytic tools. The "Contact Us" facility does not log any data entered on the form, only the date and time of the e-mail transfer to the Clerk's address. The data is encrypted during transfer.

We record personal information if you:

- subscribe to or apply for services that require personal information,
- have a contractual obligation with us (such as a cemetery plot),
- volunteer for a specific project or activity,
- report a fault and give your contact details for us to respond,
- contact us and provide your details for us to respond.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a), (b), (c) and (e):

- Processing is with consent of the data subject or
- Processing is necessary for the performance of a contract 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).

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). We will keep some records permanently if we are legally required to do so. We may keep some other records for extended period of time (eg financial governance or in connection with our statutory obligations as a public authority).



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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 electronic communications to us are protected against unauthorised access by third parties.

We may need to pass your information to other people and organisations. For example, we may need to forward your correspondence or contact details to an appropriate authority or organisation who can fulfil your request. We will generally only do so once we have obtained your consent. Where we need to disclose sensitive or confidential information to other partners, we will do so only with your prior explicit consent or where we are legally required to. We may disclose information to other partners where it is necessary, either to comply with a legal obligation, or where permitted under the Regulations. These providers are obliged to keep your details securely and use them only to fulfil your request.

We may disclose information to relevant authorities when necessary to prevent risk of harm to an individual.

Children

We will not process any data relating to a child (under 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 our Data Information Officer: Mrs Caroline Slaymaker, at the Parish Office as above, or by e-mail to: clerk@netherstowey-pc.gov.uk.

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 to request this.

Information Deletion

If you wish Nether Stowey Parish Council to delete the information about you please contact the Clerk, Mrs Caroline Slaymaker, at the Parish Office as above, or by e-mail to: 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 to object.

Rights Related to Automated Decision Making and Profiling

Nether Stowey Parish Council does not use any form of automated decision making or the profiling of individual personal data.



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Transfer of Data Abroad

We do not usually transfer an individual's data abroad without explicit consent. Any personal data transferred to countries or territories outside the European Economic Area ("EEA") (eg through our secure online backup) 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.

Our website is also accessible from overseas so on occasion some personal data (such as local organisations' contact details) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Further information and complaints

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). Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at the Parish Office as above, or by e-mail to: clerk@netherstowey-pc.gov.uk.

If you have a complaint regarding the way your personal data has been processed you may also make a complaint to the Information Commissioners Office by e-mail to casework@ico.org.uk or tel: 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 except as specified above.
- Nether Stowey Parish Council do not use your data for purposes other than those specified.
- Nether Stowey Parish Council make sure 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 it up to date in protecting your data.