

# Marhamchurch Parish Council (MPC)

## Privacy Notice

### **When you contact us**

The information you provide (personal information such as name, address, email address, telephone number, Bank Account details, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access to our facilities and services.

If your request for information or a service relates to a function which is the responsibility of either Cornwall Council or one or more of our neighbouring Parish/Town Councils or parish councils in the Poundstock Ward, we may share your personal information with the appropriate Council(s) and Councillor(s) in order to resolve your request.

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

### **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 to perform tasks that are in the public interest or in the exercise of official authority vested in the controller

### **Information security**

Marhamchurch Parish Council (MPC) has a duty to protect personal data.

We ensure that your information is protected using such measures such as policies, procedures, training and various technical solutions.

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/destroyed. The retention of data will vary depending on its nature and in accordance with Cornwall Council Records Office Retention of Documents Schedule. You may request the deletion of your data held by MPC at any time.

### **Children**

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

### **Access to information**

You have the right to request access the information we have on you. You can do this by contacting MPC Clerk whose contact details are below.

### **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 MPC Clerk Officer to request this.

### **Information deletion**

If you wish MPC to delete the information about you please contact MPC Clerk to request this. This can only be done if there is not a legal requirement to retain the information.

### **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 MPC Clerk to object.

### **Right to withdraw or restrict consent**

If you have previously granted us consent to process information but wish to withdraw that consent or wish to restrict how we process your information, you may do so by contacting MPC Clerk.

### **Conclusion**

In accordance with the law, we only collect the information about you which is necessary to allow us to correspond with you and provide information and/or access to our facilities and services.

- We do not use profiling, we do not sell or pass your data to third parties.
- We do not use your data for purposes other than those specified.
- We ensure your data is stored securely.
- We delete all information deemed to be no longer necessary.
- We regularly review our Privacy Policies to keep them up to date to protect your data. You can refer to our policies are on our website: [www.marhamchurch-pc.gov.uk](http://www.marhamchurch-pc.gov.uk)

### **Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to MPC Clerk or the Information Commissioners Office (ICO).

### **Contact details**

MPC Clerk: B Heathcote Wild Woods Marhamchurch Bude EX23 0HZ, Tel: 01288 361458, Email: [clerk@marhamchurch-pc.gov.uk](mailto:clerk@marhamchurch-pc.gov.uk)

or

Information Commissioners Office (ICO), Wycliffe House, Water Lane, WILMSLOW, SK9 5AF. Tel: 0303 123 1113. Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

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