

Privacy Notice

14 June 2018

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 or provided to any other third party.

The Councils 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.

Information Security

Luxulyan 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 Luxulyan Parish Council 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 to the information we have on you. You can do this by contacting our Proper Officer, the Clerk, by email or post:

Mrs Christine Wilson
Lower Burlorne Tregoose
Washaway, Bodmin PL30 3AJ
EMAIL: clerk@luxulyanpc.co.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 the Clerk by email or post to request this.

Information Deletion

If you wish Luxulyan Parish Council to delete the information about you, please contact the Clerk by email or post 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 by email or post to object.

Rights Related to Automated Decision Making and Profiling

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

Website

Like many site operators, Vision ICT will collect information ("Log Data") that your browser sends whenever you visit our website. This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics. In addition, Vision ICT may use third party services such as Google Analytics that collect, monitor and analyse this data. This data is completely anonymised and does not include personal information such as name or email address.

Cookies. Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. Like many sites, Vision ICT uses "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our website.

Conclusion:

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 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.

All council policies are on the council website and you can request a copy of our policies at any time.

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Clerk, whose contact details are on page one, and/or the Information Commissioners Office, casework@ico.org.uk Tel: 0303 123 1113

ADOPTED BY THE PARISH COUNCIL: 14 June 2018

SIGNED *Michaela Linfoot*

Chair to Luxulyan Parish Council