

**Privacy Policy**

**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.  You may also indicate if you consent to your personal details being shared within the Council; if you decline then only the non-personal information can be shared.  The other personal information will only be accessible to the Clerk.  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**

Cottingham Parish Council has a duty to ensure the security of personal data. It makes 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 Cottingham 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, the Clerk or Deputy Clerk, Cottingham Parish Council, tel: 01482 847623 or email: clerk@cottinghamcouncil.org or deputyclerk@cottinghamcouncil.org

**Information Correction**

If you believe that the information the Council retains about you is incorrect, you may contact us so that those details can be updated and the Council can keep your data accurate. Please contact: the Clerk or Deputy Clerk, Cottingham Parish Council, tel: 01482 847623 or email: clerk@cottinghamcouncil.org

or deputyclerk@cottinghamcouncil.orgto request this.

**Information Deletion**

If you wish Cottingham Parish Council to delete the information it retains about you, please contact: the Clerk or Deputy Clerk, Cottingham Parish Council, tel: 01482 847623 or email: clerk@cottinghamcouncil.org or deputyclerk@cottinghamcouncil.org 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 or Deputy Clerk, Cottingham Parish Council, tel: 01482 847623 or email: clerk@cottinghamcouncil.org or deputyclerk@cottinghamcouncil.org to object.

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

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

**Conclusion**

In accordance with the law, Cottingham Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. It does not use profiling, it does not sell or pass your data to third parties. It does not use your data for purposes other than those specified. It makes sure your data is stored securely and deletes all information deemed to be no longer necessary. It regularly reviews its Privacy Policies to keep it up to date in protecting your data. (You can request a copy of the Council’s 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 or Deputy Clerk, Cottingham Parish Council, tel: 01482 847623 or email: clerk@cottinghamcouncil.org or deputyclerk@cottinghamcouncil.org and the Information Commissioner’s Office casework@ico.org.uk. tel: 0303 123 111