

BRISTON PARISH COUNCIL

The Parish Office

Recreation Ground, Stone Beck Lane,

Briston, Melton Constable NR24 2PS

Telephone: 01263 862638

Email: parish-council@briston-norfolk.org.uk

Website: <http://bristonparishcouncil.org/1&1>

Briston Parish Council Privacy Notice

When you contact Briston Parish Council the information you provide may include some or all of the following:

Name including title

Address

Phone number

Date of birth

Email address

Any information within correspondence you send to us will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to the purpose for which it has been collected.

Your personal information will not be shared with any third party.

Briston Parish Council's Right to Process Information

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

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 contract with the data subject or to take steps to enter into a contract.

Information Security

Briston Parish Council takes care to ensure the security of personal data. It makes sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

Briston Parish Council 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 or shredded.

Your Rights

Access to Information

You have the right to request access to the information that Briston Parish Council holds on you. You can do this by contacting the Parish Office by email or post at the following address:

Briston Parish Council

The Parish Office
Recreation Ground, Stone Beck Lane,
Briston, Melton Constable NR24 2PS
Email: parish-council@briston-norfolk.org.uk

You will be required to provide proof of identity.

Information Correction

If you believe that the information Briston Parish Council has about you is incorrect, you may contact the Parish Council so that your information can be updated.

Information Deletion

If you wish Briston Parish Council to delete the information it holds about you please contact:

Briston Parish Council
The Parish Office
Recreation Ground, Stone Beck Lane,
Briston, Melton Constable NR24 2PS
Email: parish-council@briston-norfolk.org.uk

In writing or by email.

Right to Object

If you believe that your data is not being processed for the purpose it has been collect for, you may object. Please contact the Parish Council:

Briston Parish Council
The Parish Office
Recreation Ground, Stone Beck Lane,
Briston, Melton Constable NR24 2PS
Email: parish-council@briston-norfolk.org.uk

In writing or by email.

To Sum Up

In accordance with law, Briston Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Briston Parish Council does not use profiling, it does not sell or pass your data to third parties. Briston Parish Council does not use your data for purposes other than those specified. Briston Parish Council makes sure that your data is stored securely. Briston Parish Council deletes all information deemed to be no longer necessary. Briston Parish Council constantly reviews its Privacy Policy to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to: Information Commissioners Office, casework@ico.org.uk. Telephone: 0303 123 1113

SIGNED: N. Fyfe and *Readopted* ~~25~~ 1st April 2019
DATED: 28th Sept 2018
N. Fyfe