

SWANWICK PARISH COUNCIL
PRIVACY POLICY



Swanwick Parish Council Privacy Notice

The Swanwick Parish Council Clerk will be referred to as the 'Controller' of the personal data you provide to us. We will only collect basic data which does not include any special types of information or location based information. This can however include name, address, email, phone number when you provide this information to us.

Why we collect your data

We need to know basic data in order to provide a service. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

What we may do with your data

All the personal data we process is processed by the clerk for the purpose of Parish Council business. This information is located on servers within the UK. No 3rd parties have access to your personal data unless the law allows them to do so.

We have Data Protection Policies in place to oversee the effective and secure processing of your personal data. More information on this framework can be found in the Governance Section of our website.

How long we keep your data

We will retain your basic personal data (name, address, contact details) until such time as your request is being processed, on completion it will be destroyed. We will not use your personal data for any purpose other than for the purpose you contacted us in the first instance and this is all explained on our Contact Form.

Marketing

We will not use your personal data for marketing purposes. Anyone wishing to learn when changes take place on our website can use our RSS Feed.

What are your rights

If you believe the information we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted using our GDPR Form. If you wish to raise a complaint on how we have handled your personal data, you can contact us at clerk@swanwickparishcouncil.org.uk and request that we investigate. If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Swanwick Parish Council Privacy Policy	Adopted October 2020
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