

PRIVACY STATEMENT FOR MICKLETON PARISH COUNCIL

Mickleton Parish Council (hereafter referred to as 'the council') is registered with the Information Commissioner's Office – reference number: ZB345045. The council is a Tier 1 organisation and has been registered since 19 July 2022 and renews its certificate annually.

When you contact the council, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information and send invoices and receipts relating to service provision.

Your personal information will not be shared with any third party without your prior consent.

The council's Right to Process Information, General Data Protection Regulation 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

The council has a duty of care 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 relevant policies.

The 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.

CHILDREN

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

YOUR RIGHTS

ACCESS TO INFORMATION

You have the right to request access to the information we have on you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

INFORMATION CORRECTION

Please contact the clerk if you believe that the information the council has about you is incorrect, so that your data can be updated and kept accurate.

INFORMATION DELETION

Mickleton Parish Council

Please contact the clerk if you require the council to delete the information it holds about you.

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.

RIGHTS RELATED TO AUTOMATED DECISION MAKING AND PROFILING

The council does not use automated decision making or profiling of personal data.

WHAT INFORMATION DOES THE PARISH COUNCIL HOLD?

Typically, this is limited to name and address from the Electoral Roll. We also hold information regarding the owners of Burial Plots in the Burial Ground.

This is normally the extent of the information we hold on residents of the Parish. The above lists are managed by an Officer of the Council and kept secure.

INFORMATION COMMISSIONER'S OFFICE CERTIFICATE

Organisation name: Mickleton Parish Council

Reference: ZA297230 (Renewed Annually) [Registration Certificate Link](#)

SUMMARY

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 ensure they are kept up to date in relation to the protection of your data.

COMPLAINTS

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the council or to the Information Commissioners

Office: email casework@ico.org.uk or 0303 123 1113