

Arkengarthdale Parish Council Privacy Notice

Our contact details

Name: Arkengarthdale Parish Council

E-mail: arkengarthdalepc@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Names and email addresses (and in some cases postal addresses) of Arkengarthdale residents who have asked to be subscribed to the Parish Council's mailing list

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- When you request to be subscribed to the Parish Council's mailing list

We use the information that you have given us in order to circulate information of relevance to the local community.

We do not share this information.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent.

You are able to remove your consent at any time. You can do this by contacting the clerk: arkengarthdalepc@gmail.com

(b) We need it to perform a public task.

How we store your personal information

Your information is securely stored.

We keep your contact details for as long as we are operating the mailing list. If we cease to use this list, we will dispose of your information by deleting the electronic data, and destroying any paper copies.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at arkengarthdalepc@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at arkengarthdalepc@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>