

## Trellech United Community Council

### Privacy Notice

#### **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. Your personal information will not be shared or provided to any other third party.

#### **The Council's 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**

TUCC has a duty to ensure the security of personal data. We make 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 its deletion 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. Contact the clerk.

#### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the clerk to request this.

#### **Information Deletion**

If you wish TUCC to delete the information about you, please contact the clerk.

#### **Right to Object**

If you believe that your data is not being processed for the purpose for which it has been collected you may object. Please contact the clerk.

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

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

#### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the clerk and to the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113