

Privacy Notice Scrayingham Parish Council - May 2018

The categories of information that we collect, process, hold and share are:

- Name
- Address
- Telephone Number (Home and/or Mobile)
- Email address (where applicable)
- Whether payment has been made to you for any reason, and for what

Why we collect and use this information

We use this information to assist us in the general operation of the Parish Council

The lawful basis on which we process this information

We process this information to ensure our goods and services are procured as required.

Collecting this information

We will not collect or store any personal information relating to you other than contact details for the purposes of the operation of the Parish Council. We do not hold lists of electors and will not send out marketing-related information of any kind.

Storing this information

We hold data for 7 years for all bodies with whom we have had financial transactions. Other data is not kept.

Who we share this information with

We do not share this information with any other parties other than our external auditors.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact scrayinghamparish@btinternet.com

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you do not want us to store your information electronically or to receive any emails please contact scrayinghamparish@btinternet.com

Further information

If you would like to discuss anything in this privacy notice, please contact scrayinghamparish@btinternet.com

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