



- This document sets out Tedburn St Mary Parish Council's approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.
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PRIVACY POLICY

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. You may also indicate if you consent to your personal details being shared within the Council; if you decline then only the non-personal information can be shared. The other personal information will only be accessible to the Clerk. Your personal information will be not 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

Tedburn St Mary Parish Council has a duty 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 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 the deletion of your data held by Tedburn St Mary Parish Council at any time. Please contact the parish clerk at Tillerton Barn, Tedburn St Mary, Exeter EX6 6ER or email on parishclerk@tedburnstmarypc.co.uk).



Children

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

Accessing your Information

You have the right to request access to the information we have on you for any of the following reasons. You can do this by contacting the clerk on using the contact details above.

- **Information Correction** If you believe that the information the Council retains about you is incorrect, you may contact us so that those details can be updated and the Council can keep your data accurate.
- **Information Deletion** If you wish the Parish Council to delete the information please contact the clerk who will do so, unless there is a legal requirement to retain.
- **Right to Object.** If you believe that your data is not being processed for the purpose it has been collected for, you may object.

Rights Related to Automated Decision Making and Profiling.

Tedburn St Mary Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion

In accordance with the law, Tedburn St Mary Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. It does not use profiling; it does not sell or pass your data to third parties; it does not use your data for purposes other than those specified.

It makes sure your data is stored securely and deletes all information deemed to be no longer necessary. It constantly reviews its Privacy Policy to keep it up to date in protecting your data. (You can request a copy of the Council's policy at any time and a copy is available on the parish council's website along with the General Privacy Notice).

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Tedburn St Mary Parish Council's clerk: Jane Clark, Tillerton Barn, Tedburn St Mary, Exeter EX6 6ER or email parishclerk@tedburnstmarypc.co.uk



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