

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. On occasion it may be necessary to share your information under paragraph (d) below.

The Councils Right to Process Information

Under the General Data Protection Regulation the lawful bases we rely on for processing this information are:

1. (a) Processing is with consent of the data subject or
2. (b) Processing is necessary for compliance with a legal obligation or
3. (c) 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 or
4. (d) We have a legitimate interest

Information Security

Halsall Parish Council 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.

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 Halsall Parish Council 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

Please contact the Parish Clerk (Data Protection Officer) Clerk@halsallparish.gov.uk;
To request information that we have on you.

If you believe this information is incorrect and want it corrected.

If you want this information deleted.

If you want to object to how your information is being used.

Any other complaint about your personal data.

You can also complain to the ICO if you are unhappy with the way we have used your data. The ICO's address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Helpline number: **0303 123 1113**