



This Policy was adopted by the Parish Council in order to comply with the requirements of the General Data Protection Regulations (GDPR), in force on 25 May 2018.

Your personal data is any information about a living individual, which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data.

The processing of personal data is governed by legislation relating to personal data, which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act. Council information

## **1. PRIVACY POLICY**

### **1.1 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 be not shared or provided to any other third party.

### **1.2 The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e) - 2018

- a) Processing is with consent of the data subject or
- b) Processing is necessary for compliance with a legal obligation or
- 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.

### **1.3 Information Security**

Allithwaite and Cartmel 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 Allithwaite and Cartmel Parish Council at any time).

### **1.4 Children**

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

### **1.5 Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Parish Clerk: [clerk@allithwaiteandcartmel-pc.gov.uk](mailto:clerk@allithwaiteandcartmel-pc.gov.uk).

### **1.6 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. Please contact the parish clerk: [clerk@allithwaiteandcartmel-pc.gov.uk](mailto:clerk@allithwaiteandcartmel-pc.gov.uk).

### **1.7 Information Deletion**

If you wish Allithwaite and Cartmel Parish Council to delete the information it retains about you, please contact the parish clerk: [clerk@allithwaiteandcartmel-pc.gov.uk](mailto:clerk@allithwaiteandcartmel-pc.gov.uk).

### **1.8 Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the parish clerk: [clerk@allithwaiteandcartmel-pc.gov.uk](mailto:clerk@allithwaiteandcartmel-pc.gov.uk).

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

Allithwaite and Cartmel Parish Council does not use any form of automated decision making or the profiling of individual personal data.

## 2. CONCLUSION

In accordance with the law, Allithwaite and Cartmel 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 Policies to keep it up to date in protecting your data. (You can request a copy of the Council's policies at any time).

## 3. COMPLAINTS

If you have a complaint regarding the way your personal data has been processed, you may make a complaint by contacting the parish clerk: [clerk@allithwaiteandcartmel-pc.gov.uk](mailto:clerk@allithwaiteandcartmel-pc.gov.uk).

Date	October 2020
Prepared by	Cllr S Sim
Checked by	Cllr M Lamb
Authorised by	ACPC Mtg February 2024
Reviewed	9 <sup>th</sup> May 2024

**ALLITHWAITE AND CARTMEL PARISH COUNCIL**

**CONSENT FORM**

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below

[If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent]

Name	.....	.....
Address	.....	.....
	.....	.....
	.....	.....
Signature	.....	.....
Date	.....	.....

Please confirm your consent below. You can grant consent to any or all of the purposes listed (***please tick each box that you grant consent***). You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the council Office or at: <http://www.lintoncambridgeshire-pc.gov.uk/privacy-policy>

You can withdraw or change your consent at any time by contacting the parish clerk: [clerk@allithwaiteandcartmel-pc.gov.uk](mailto:clerk@allithwaiteandcartmel-pc.gov.uk).

- We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- We may contact you about groups and activities you may be interested in participating in.
- We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account).
- We may retain your personal information when submitted for applications i.e. allotments, S137 requests etc
- We may contact you via email/phone/postal from information supplied on sign in sheets when attending public meetings and events

Keeping in touch (***please tick the boxes below to grant consent***):

- Yes please, I would like to receive communications by email

- Yes please, I would like to receive communications by telephone
- Yes please, I would like to receive communications by mobile phone including text message
- Yes please, I would like to receive communications by social media (for example Facebook, Twitter, Instagram, WhatsApp)
- Yes please, I would like to receive communications by post