

Kinver Parish Council Privacy Notice

This privacy notice is published in accordance with the EU General Data Protection Regulations (GDPR) which formally comes into effect on the 25 May 2018. This notice provides general information on the way in which the personal information you provide is managed and processed by Parish Council (the 'data controller'). Depending on which Council services you use, you may be asked to review more detailed privacy notices specific to that service.

The Data Controller and Contact Details

The Parish Council is the Data Controller for the personal data you provide to the Council. The contact details for you to exercise any of your data protection rights or to raise any concerns you may have regarding your personal data are:

By post : Clerk to the Parish Council at the address listed on this website.

Online : You can use the online contact form found on this website.

Information we collect about you

We may collect and process the following data about you:

- information that you provide when you communicate with us by any means such as email, letter or telephone call

Use of Your Personal Data

The information you have provided to the Council will be used by the Council in adherence with its statutory obligations, including enforcement action if required.

The Council is legally able to process your personal data:

- when you have freely and explicitly provided your consent to this processing or
- when the Council has a statutory duty to collect and process this information to provide the required service or undertake a statutory function.
- when your personal data forms part of a contract between you and the Council.

The consequence of you not providing personal information to the Council is that the Council will be unable to process your enquiry, assessment or application.

Sharing of Personal Data

The personal information you provide will not be shared for any other purpose unless required by law, to prevent or detect crime or to protect public funds.

Protecting Your Personal Data

Your unpublished personal data will be kept secure by the Council, the Council will ensure that appropriate safeguards are in place to keep your personal data secure.

Keeping Your Personal Data

The Council will keep your personal data in accordance with the Council's GDPR Policy. This right to have your data removed is not an absolute right, for example, we will need to retain your data if this information forms part of a statutory or legal obligation, public registry or an existing contract.

Your Rights

There are a number of rights that you may exercise depending on the legal basis for processing

your personal data. In most cases, these rights are not absolute and there may be compelling or overriding legal reasons why the Council cannot meet these rights in full. This will be explained to you in more detail should you contact the Council for any of the reasons detailed below:

- request a copy of the personal information the Council holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on the Council's processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

Where the processing of your personal data is based on your consent, in most circumstances you have the right to withdraw that consent at any time and the Council will act on your instructions.

If you have any concerns about how we process your personal data or wish to discuss how to exercise your rights, you should contact the Data Protection Officer using the contact details above. You also have the right to make a complaint to the Council by contacting the Parish Clerk through this website

Alternatively, you may wish to complain directly to the Information Commissioners Office (ICO). You can do this by writing to them at:

Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113.

Or you can [report a concern](#) to the ICO online.