

## DUNKIRK PARISH COUNCIL

### PRIVACY NOTICE

#### **When you contact Dunkirk Parish Council**

The information you provide (personal information such as name, address, email address, telephone number) will be processed and stored so that it is possible to contact you and respond to your correspondence. Your personal information will not be shared with any third party without your prior consent.

#### **Dunkirk Parish Council Right to Process Information**

GDPR Article 6(1)(a)(b) and (c):

Processing is with consent of the data subject; or

Processing is necessary for compliance with legal obligation; or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.

#### **Information Security**

Dunkirk Parish Council ensures the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. We will only keep your data for the purpose it was collected for and only for as long as is necessary.

#### **Your Rights**

##### ***Access to Information***

You have the right to request access to the information we have on you. You can do this by contacting [clerk@dunkirkpc.org.uk](mailto:clerk@dunkirkpc.org.uk)

##### ***Information Correction***

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: [clerk@dunkirkpc.org.uk](mailto:clerk@dunkirkpc.org.uk)

##### ***Information Deletion***

If you wish Dunkirk Parish Council to delete the information about you, please contact: [clerk@dunkirkpc.org.uk](mailto:clerk@dunkirkpc.org.uk)

##### ***Right to Object***

If you believe that your data is not being processed for the purpose it was collected for you may object. Please contact [clerk@dunkirkpc.org.uk](mailto:clerk@dunkirkpc.org.uk)

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

Dunkirk Parish Council does not use automated decision making or profiling of personal data.

## To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary.

We will keep this Privacy Notice under regular review and we will place any updates on the Parish Council website ([www.dunkirkpc.kentparishes.gov.uk](http://www.dunkirkpc.kentparishes.gov.uk)). This notice was last updated in June 2019.

## Complaints

If you have a complaint regarding the way your personal data has been processed, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: 01625 545700

Email: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)

