

NORTH FRODINGHAM PARISH COUNCIL

Privacy Notice

When you contact the Parish Council the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to service provision. Your personal information will not be shared with any third party without your prior consent. The data will only be kept for the purpose it was collected and only for as long as is necessary, after which it will be deleted or shredded.

Your Rights

- **Access to Information**

You have the right to request access to the data about you. You can do this by contacting the Clerk. You will be required to provide proof of identity.

- **Information Correction**

If you believe the data about you is incorrect, you may contact the Clerk so that the data can be updated and kept accurate.

- **Information Deletion**

If you wish the Parish Council to delete the data about you, please contact the Clerk.

- **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 Clerk.

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

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

Summary

In accordance with the law, the Parish Council only collects a limited amount of data about you that is necessary for correspondence, information and service provision. It does not use profiling and does not sell or pass your data to third parties. The Parish Council does not use your data for purposes other than those specified. It makes sure your data is stored securely and it deletes all information deemed to be no longer necessary. The Parish Council Privacy Policy is regularly reviewed to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint using the contact details below or to the Information Commissioner's Office: casework@ico.org.uk Tel: 0303 123 1113.

Parish Council Contact Details

Email: clerk@northfrodinghampc.org