



## **Nettlestone and Seaview Parish Council Privacy Policy**

The Nettlestone and Seaview Parish Council will be referred to as the 'Controller' of the personal data you provide to us. We will only collect basic data which does not include any special types of information or location based information. This can however include name, address, email, phone number.

### **Why we collect your data**

We need to know basic data in order to provide a service. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

### **What we may do with your data**

All the personal data we process is processed by our officers for the purpose of Parish Council business. This information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website.

### **How long we keep your data**

The legislation provides that personal data will only be retained whilst:

- Consent from the data subject is held
- The data is necessary for the performance of a contract
- There is a legal obligation to hold it
- Holding the data is important to protect the interests of the data subject or another person
- Holding the data is in the public interest; or
- The council has a legitimate interest in holding it (except where such interest is overridden by the interests or rights of the data subject).

In practice nearly all the personal information supplied to Nettlestone and Seaview Parish Council will be at the discretion of the data subject, and therefore the right to withdraw consent will apply.

### **What we would also like to do with your data**

If you have contacted us via email or contact form then we will use the data you have provided to process your request. If you have subscribed to website updates or newsletters then you will receive those until you unsubscribe.

### **What are your rights**

If you believe the information we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us and request that we investigate. clerk@nettlestoneandseaview-pc.gov.uk If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Reviewed and approved – with no updates - at Full Council Meeting on 21<sup>st</sup> June 2021 – minute number 21/104

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