



BRENCHELEY AND MATFIELD PARISH COUNCIL

Policy: Website Privacy Notice

Date of adoption by PC: January 2022

Our Contact Details:

Name: Brenchley and Matfield Parish Council

Address: The Pavilion, The Green, Matfield, Kent, Tn12 7JU

Telephone: 01892 723586

Email: clerk@brenchleyandmatfield.co.uk

The type of personal information we collect and why we have it:

Most of the information we process is provided to us directly by you. 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. Your personal information will not be shared with any third party without your prior consent.

Our Right to Process Information

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent. You are able to remove your consent at any time. You can do this by contacting us as shown above, or
- b) We have a contractual obligation, or
- c) We have a legal obligation

Information Security

Brenchley and Matfield Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

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.

Your data protection rights

Under data protection law, you have rights including:

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- the right to ask us for copies of your personal information.
- the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- the right to ask us to erase your personal information in certain circumstances.
- the right to ask us to restrict the processing of your personal information in certain circumstances.
- the right to object to the processing of your personal information in certain circumstances.
- the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us as shown above if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the contact details above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>