

# Risby Parish Council

## Contact Privacy Statement

Clerk: Ms Joanne Kirk

Tel: 07880 686069

E-mail: [risbyparishcouncil@yahoo.co.uk](mailto:risbyparishcouncil@yahoo.co.uk)

In May 2018 important changes about the way organisations use and hold personal information were introduced.

### **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

### **What is the legal basis for processing your personal data?**

Risby Parish Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council’s statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council’s services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council’s obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

When you contact Risby Parish Council, we will need to keep personal information such as your name, address, email address and phone number. This information will be used and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services.

### **Information Security**

Risby Parish Council will make sure that your personal information is stored securely and will only keep it for the purpose it was collected for. Your personal information will be not shared or provided to any other third party.

## **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 our Parish Clerk, Joanne Kirk, using the contact details listed at the top of this page.

### **Information Correction**

If you believe that the information we have about you is incorrect or if your contact details change, please let our Parish Clerk, Joanne Kirk, know using the contact details listed at the top of this page.

### **Information Deletion**

If you wish Risby Parish Council to delete the information about you, please contact our Parish Clerk, Joanne Kirk, using the contact details listed at the top of this page.

### **Right to Object**

If you believe that your personal information is not being used for the purpose it has been collected for, you may object: Please contact our Parish Clerk, Joanne Kirk, using the contact details listed at the top of this page.

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

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

**Complaints**

If you have a complaint regarding the way your personal information is being used please contact our clerk, Joanne Kirk, or the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk), Tel: 0303 123 1113