

# Privacy Notice

## When you contact us

The information you provide (personal information such as name, address, email address, telephone number) will be processed and stored to enable us to contact you and respond to your requirements and provide information.

## Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with the consent of the data subject or

processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## Information Security

We have a duty of care 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 appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary during the Coronavirus Covid-19 pandemic. After which it will be deleted. (You may request the deletion of your data held by us at any time).

## Children

We do not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

## Access to Information

You have the right to request access to the information we have on you. You can do this by contacting [clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk) or [ptrudgian@carlyon-pc.gov.uk](mailto:ptrudgian@carlyon-pc.gov.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 either [clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk) or [ptrudgian@carlyon-pc.gov.uk](mailto:ptrudgian@carlyon-pc.gov.uk).

## Information Deletion

If you wish us to delete the information about you, please contact either [clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk) or [ptrudgian@carlyon-pc.gov.uk](mailto:ptrudgian@carlyon-pc.gov.uk).

## 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 either [clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk) or [ptrudgian@carlyon-pc.gov.uk](mailto:ptrudgian@carlyon-pc.gov.uk).

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

We do not use any form of automated decision making or the profiling of individual personal data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to [clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk) or [ptrudgian@carlyon-pc.gov.uk](mailto:ptrudgian@carlyon-pc.gov.uk) and the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk)

### **Conclusion**

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 your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored correctly. We delete all information deemed to be no longer necessary.