

# St Ender Parish Council

## Privacy notice

This Notice sets out the type of information St Ender Parish Council collects (or are supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

The data controller for all information covered by this Privacy Notice is St Ender Parish Council.

### **What information do we collect and what information are we supplied with?**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

We collect and use information about our councillors and our employees. We are supplied with a copy of the register of electors by the unitary council. We are supplied with a copy of planning applications in our parish by the unitary council.

### **Who might we share your information with?**

We might share information with the unitary council or with the emergency services where we consider this would be necessary or helpful. In some circumstances we may be required by law or have a lawful basis on which to share such information. However, otherwise we would seek your explicit consent to this other than where such sharing is considered necessary in an emergency or for health and safety reasons.

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement organisations for crime prevention and detection purposes if required to do so.

We do not sell personal information to other organisations.

### **Automated Decision Making and Profiling**

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

### **Children**

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

### **Transfer of data outside the European Economic Area (EEA)**

We will only transfer your personal information outside the EEA where necessary safeguards have been secured by contract.

### **How long do we keep data?**

We only keep data for as long as necessary.

We publish on our website any changes we make to our data protection/information management policies and will notify you by other communication channels where appropriate.

### **How can I access the information you hold about me?**

You are entitled to know what personal information St Enoder Parish Council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council. You are entitled to ask for your personal data to be deleted.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We may also have a lawful reason why we need to continue processing your data. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to:

The Clerk: Mrs A Kendall, Foxleigh, Treviglas Lane, Probus, Truro, TR2 4LH  
Tel 01726 883614 or email [clerk@saintenoderparishcouncil.gov.uk](mailto:clerk@saintenoderparishcouncil.gov.uk).

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. The contact details are:  
The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  
Email – [casework@ico.gov.uk](mailto:casework@ico.gov.uk) Telephone – 01625 545745 or 0303 123 1113 (local rate)