

GENERAL PRIVACY NOTICE

Lower Peover Parish Council will tailor privacy notices to its data collection to ensure that the correct information is always given.

This is our GENERAL DATA PROTECTION PRIVACY NOTICE and covers how we handle the general data which we hold.

Right to Process Information

Lower Peover Parish Council has a right to process data:

- a) With the consent of the data subject
- b) Where it is necessary for compliance with a legal obligation
- c) Where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us as Data Controller

We will always ensure that we have the right to process data. Where that is reliant on consent, we will ensure that consent is clearly given and easy to withdraw.

Data Sharing

Lower Peover Parish Council works with a number of organisations including, Cheshire East and Cheshire West and Chester Borough Councils, to deliver its services. We may need to share your personal data with them so that they can carry out their responsibilities to Lower Peover Parish Council. When the council shares data it will have a sharing agreement with the organisation to ensure your data continues to be protected, or we will gain your consent to pass it on.

Information Security

We have a duty to ensure the security of personal data and we make sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate procedures. Copies of these procedures can be requested.

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. You may request the deletion of your data held by the council at any time.

Children

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

Your Rights

You have the right to request access to the information we have on you. 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.

If you wish for us to delete the information about you may request this.

If you believe that your data is not being processed for the purpose it has been collected for, you may object to this.

The Council does not use any form of automated decision making or the profiling of individual personal data.

You may exercise your rights by contacting the Parish Clerk:

Geoffrey Parker

Parish Clerk

5 Daisy Close. Pickmere, Cheshire WA16 0WE

lowerpeoverparishcouncil@outlook.com

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Clerk.

You may also complaint to the Information Commissioners Office:casework@ico.org.uk 0303 123 1113