



Clerk to the Council: Jan Penn-Jones  
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Tel: 07784480370  
Email: [sherburnpc@hotmail.co.uk](mailto:sherburnpc@hotmail.co.uk)

## Email Contact Privacy Notice

### When you contact us

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 not be shared or provided to any other third party.

### The Council's Right to Process Information

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

Processing is with 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 vested in the controller.

### Information security

Sherburn Village Parish Council has a duty 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. Copies of these can be requested.

We 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 deletion of your data held by Sherburn Village Parish Council).

### Children

We will 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 our Data Information Officer: (Parish Clerk – details above)

### 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: Parish Clerk (details above) to request this.

### **Information Deletion**

If you wish Sherburn Village Parish Council to delete the information about you please contact: Parish Clerk (details as above) to request this.

### **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 contact Parish Clerk (details as above) to object.

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

Sherburn Village Parish Council does not use any form of automated decision making or profiling of individual personal data.

### **Complaints**

If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Parish Clerk, Data Protection Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Tel: 0303 123 1113.

### **Summary**

In accordance with the law, Sherburn Village Parish Council:

- Only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- Do not use profiling, we do not sell or pass on your data to third parties.
- Do not use your data for purposes other than those specified.
- Make sure that your data is stored securely.
- Delete all information deemed to be no longer necessary.
- Constantly review our Privacy Policies to keep it up to date in protecting your data (You can request a copy of our policies at any time).