Linkinhorne Parish Council

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 be not shared or provided to any other third party.

The Councils Right to Process Information General Data Protection Regulations 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 authority vested in the controller.

Information Security:

Linkinhorne 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 policies 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 many request the deletion of your data held by Linkinhorne Parish Council at any time).

What are your data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

Access to Information:

You have the right to request access to the information we have on you. You can do this by contacting the Clerk by post: Jean Ann, Highbury, Rilla Mill, CALLINGTON, Cornwall, PL17 7PH; by phone: 07825665838; by E-mail: clerk@linkinhorneparishcouncil.gov.uk

Information correction, deletion, objections:

If you believe that:

- the information we have about you is incorrect;
- if you wish to delete the information;
- If you believe that your data is not being processed for the purpose it has been collected for;

you may contact us so that we can update it and keep your data accurate. Please contact: the Clerk by post: 9 Highbury, Rilla Mill, Callington, PL17 7PH; by phone: 07825665838; by E-mail: clerk@linkinhorneparishcouncil.gov.uk

Overview:

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

Complaints:

If you have a concern regarding the way your personal data has been processed you may make a complaint to Clerk of Linkinhorne Parish Council: by post: 9 Highbury, RIlla Mill, Callington, Cornwall, PL17 7PH; By phone: 07825665838; by E-mail: clerk@linkinhorneparishcouncil.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Review Date:	**Reviewed By:**	**Amendments:**	**Minute Number**
11/06/2018	Adopted by Full Council	N/A	2018/67
9th November 2026	Full Council	n/a	2026/60