



# FINSTALL PARISH COUNCIL

## Privacy and Data Protection Policy

First prepared	09/2023	
Reviewed	03/02/2026	Minute 8f
Next review	02/2027	

### Introduction

This Privacy and Data Protection Policy governs the manner in which Finstall Parish Council ('We') collects, uses, maintains and discloses information collected from anyone who contacts the parish council.

### The Council's Right to Process Information

General Data Protection Regulations 2018, 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.

### Personal identification information

We may collect personal identification information from you in a variety of ways, including, but not limited to, when you contact us by email, post or telephone, fill out a form, and in connection with other activities, services, features or resources we may make available at meetings and on our website. You may be asked for, as appropriate, name, email address, postal address and phone number.

You may, however, attend meetings, visit our website and use our services anonymously. We will collect personal identification information from you only if you voluntarily submit such information to us. You can always refuse to supply personal identification information, although very occasionally that may prevent you from engaging in certain council-related activities such as holding an allotment tenancy for instance.

### Information Security

Finstall Parish Council has a duty to ensure the security of personal data. We make sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures, such as password protection and physical security, and adherence to this Data Protection Policy. Copies of all the council's policies can be seen on our website or upon application.

We will only keep your data for the purpose it was collected and only for as long as is necessary after which it will be deleted. You may request the deletion of your data held by Finstall Parish Council at any time.

### Children

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

## Data Subject Rights

If you wish to progress any of the following individual rights, please contact the parish council Clerk via the contact details below.

- **Right to access to Information**

You have the right to request access to the information we hold that relates specifically to you.

- **Right to Information Correction**

If you believe the information we have about you is incorrect, you have the right to contact us so that we can update it and keep your data accurate.

- **Right to Information Deletion**

You have the right to request the deletion of the information we hold that relates to you unless our holding of that information is a statutory requirement.

- **Right to Object**

You have the right to object if you believe your data is not being processed in keeping with the reason for which it was collected.

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

Finstall Parish Council does 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 Finstall Parish Council's clerk via details below, and/or the Information Commissioners Office: email - [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

## For website users: non-personal identification information

We may collect non-personal identification information about you whenever you interact with our website. Non-personal identification information may include the browser name, the type of computer and technical information about your means of connection to the website, such as the operating system, the Internet service providers and other similar information.

## For website users: web browser cookies

Our website may use "cookies" to enhance your experience. A user's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. Users may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent, after which please note, some parts of the website may not function properly.

## How we use collected information

Finstall Parish Council may collect and use your personal information for the following purposes:

- **To improve our service to you**

Information you provide helps us respond to you more effectively and efficiently.

- **To improve our services**

We may use feedback to improve our services and our website.

- **To run a promotion, contest, survey or similar**

To send you information you agree to receive about topics we think will be of interest to you.

- **To send emails**

We may use your email address to send information and updates to you relating to our work. It may also be used to respond to your enquiries, questions, and/or other requests. If at any time you would like to unsubscribe from receiving future emails, you may do so by contacting us using the details below.

### **Sharing your personal information**

We do not sell, trade, or rent your personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information with related local government departments.

### **Changes to this privacy policy**

Finstall Parish Council has the discretion to update this privacy policy at any time. When we do, we will include the date of revision.

### **Summary:**

In accordance with the law –

- We only collect a limited amount of information about you necessary for keeping in touch, correspondence, information and service provision.
- We respect your rights.
- 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 and Data Protection Policy to keep it up to date for protecting your data.

### **Contacting us**

If you have any questions about this or any other council policy, please contact us at:

Finstall Parish Council

**Email:** [clerk@finstallparishcouncil.gov.uk](mailto:clerk@finstallparishcouncil.gov.uk) /

**Website:** <https://finstallparishcouncil.gov.uk>