



SHENSTONE PARISH COUNCIL

Serving Little Aston, Shenstone, Stonnall, Shenstone Wood End, Lynn,
Parish Council Office 25C Main Street Shenstone WS14 0LZ
Tel: 01543 481 947 e-mail: admin@shenstone-staffs.gov.uk web: www.shenstone-staffs.gov.uk

PRIVACY NOTICE INCLUDING E-MAIL CONTACT

When you contact us:

The information you provide (personal information such as name, address, email, phone number, etc.) will be processed and stored to enable the Council to contact you and respond to your correspondence, provide information and/or access the Council's facilities and services. Your personal information will not be shared with any third party.

The Council's 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:

Shenstone Parish Council has a duty to ensure the security of all personal data. The Council will ensure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and policies.

The Parish Council will only keep your data for the purpose for which it was collected and only for as long as necessary to complete the tasks. After such time, your data will be deleted. However, you may request deletion of your data at any time.

Access Information:

You have the right to request access to the information the Council holds about you by contacting the Council's Data Information Officer: The Clerk, Shenstone Parish Council, 25C Main Street, Shenstone WS14 0NS.

Information Correction:

If you believe that your data held by the Council is incorrect, you may request that it is updated in order to maintain an accurate record. Contact The Clerk, Shenstone Parish Council, 25C Main Street, Shenstone WS14 0NS.

Information Deletion:

If you wish Shenstone Parish Council to delete any information held about you in its records please contact The Clerk, Shenstone Parish Council, 25C Main Street, Shenstone WS14 0NS.

Right to object:

If you believe that your data is not being processed for the purpose for which it was collected you may object by contacting: The Clerk, Shenstone Parish Council, 25C Main Street, Shenstone WS14 0NS.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to The Clerk, Shenstone Parish Council, 25C Main Street, Shenstone WS14 0NS. Additionally, you may contact the Information Commissioners Office at casework@ico.org.uk or 0303 123 1113.