

Council Name: **THE BOURTONS PARISH COUNCIL**
 Council Address: Clerk to the Council c/o 1 Station Road, Cropredy,
 Banbury, OX17 1PS
 Email Address: stevebowen@zoho.com
 Telephone numbers: 01295 750658

General Data Protection Regulations Allotment Tenants Privacy Notice

To be signed and returned to the Clerk and to be kept with your Allotment Tenancy Agreement:
 Consent to hold Contact Information

I agree that I have read and understand **THE BOURTONS PARISH COUNCIL** Privacy Notice on the reverse of this consent form. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that **THE BOURTONS PARISH COUNCIL** can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Facebook	
Twitter	
Signature	
Date	

For office use only :

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned
		Hard Copy, email	Tenants Committee		

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 only be shared with the Allotment Tenants Committee and will not be 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

THE BOURTONS 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 may request the deletion of your data held by **THE BOURTONS PARISH 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.

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 to the Council.

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 the Clerk to the Council to request this.

Information Deletion

If you wish **THE BOURTONS PARISH COUNCIL** to delete the information about you please contact the Clerk to the Council 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 the Clerk to the Council to object.

Rights Related to Automated Decision Making and Profiling

THE BOURTONS PARISH COUNCIL does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: 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 complaint regarding the way your personal data has been processed you may make a complaint to **THE BOURTONS PARISH COUNCIL** Data Information Officer: please contact the Clerk to the Council initially and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.