Flax Bourton Parish Council,
10 Mariners Drive, Backwell, BS48 3HT
07763 031435

**Councillor Privacy Notice**
**When you sign your acceptance of office and take your seat on Flax Bourton Parish Council**

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. The Council will provide you with a dedicated email address for conducting Council business. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

**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**
Flax Bourton 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 in line with the retention of document policy. After which it will be deleted. (You may request the deletion of your data held by Flax Bourton Parish Council at any time).

**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: The Clerk, Flax Bourton Parish Council, 10 Mariners Drive, Backwell, BS48 3HT

**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. The Clerk, Flax Bourton Parish Council, 10 Mariners Drive, Backwell, BS48 3HT to request this.

**Information Deletion**
If you wish Flax Bourton Parish Council to delete the information about you please contact: The Clerk, Flax Bourton Parish Council, 10 Mariners Drive, Backwell, BS48 3HT 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, Flax Bourton Parish Council, 10 Mariners Drive, Backwell, BS48 3HT to object.

**Rights Related to Automated Decision Making and Profiling**
Flax Bourton 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; The Clerk, Flax Bourton Parish Council, 10 Mariners Drive, Backwell, BS48 3HT and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

**Summary:** In accordance with the law, Flax Bourton Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Flax Bourton Parish Council do not use profiling, we do not sell or pass your data to third parties. Flax Bourton Parish Council do not use your data for purposes other than those specified. Flax Bourton Parish Council make sure your data is stored securely. Flax Bourton Parish Council delete all information deemed to be no longer necessary. Flax Bourton Parish Council 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).

**Consent to use of personal data**

| | **Yes** | **No** |
|---|---|---|
| Home Address on Parish Notice Boards | | |
| Telephone contact number on notice board and website | | |
| | | |

**Please note that the Parish Council is required to display your completed Code of Conduct and Declaration of Interests form on the Parish Council website.**

**Signed: ……..……..** **Date: ……..**

**Name: ……..**