

## Email 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 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** The 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 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.

Contact the Data Information Officer for the following:

**Access to Information** You have the right to request access to the information we have on you; **Information Correction** If you believe that the information we have about you is incorrect, you may contact Council to update it and keep your data accurate; **Information Deletion** If you wish The Council to delete information about you; **Right to Object** If you believe that your data is not being processed for the purpose it has been collected for; **Rights Related to Automated Decision Making and Profiling** The 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, contact the Data Information Officer or Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

**The Council's Data Information Officer email clerk@euxtoncouncil.org.uk**

**Summary:** In accordance with the law, the Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. The Council does not use profiling, or sell or pass your data to third parties; does not use your data for purposes other than those specified; makes sure your data is stored securely; deletes all information deemed to be no longer necessary; reviews its Privacy Policies to keep them up to date in protecting your data. (You can request a copy of our policies at any time).

**This e-mail** (including any attachments) may contain confidential and/or privileged information, if you are not the intended recipient any reliance on, use, disclosure, dissemination, distribution or copying of this e-mail or attachments is strictly prohibited. It has been checked for viruses, but the contents of an attachment may still contain software viruses, which could damage your computer system. We do not accept liability for any damage you sustain as a result of a virus introduced by this E-mail or any attachment and you are advised to use up-to-date virus checking software. E-mail transmission cannot be guaranteed to be secure or error free.

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