

Privacy Policy

Privacy Notice

Data Controller Details

Thornton Parish Council is the data controller responsible for collecting the personal data that you provide to us. You can contact us by email thorntonpc.clerk@googlemail.com.

How we use the information

When you contact Thornton Parish Council the information you provide (personal information such as name, address, email address, telephone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise and provide information.

We do not collect any special data (such as health, disability, etc.) unless you wish to make us aware of any special circumstances to deal with your enquiry.

Your personal information will not be shared with any third party without your prior consent. We do not sell or trade personal information.

Thornton Parish Council: Right to Process Information

We process your personal data either with your consent; to comply with legal obligations; to take steps with a view to entering in to a contract or to perform the actual contract or to carry out a task in the public interest or in the exercise of our official authority. On occasion we may process your personal data to further our legitimate interests or those of a third party.

Information Security

Thornton Parish Council strives to ensure the security of personal data. We aim to 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 relevant policies.

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 or shredded.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

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.

Information Deletion

If you wish **Thornton Parish Council** to delete the information about you, please contact us.

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 us.

To Sum Up

In accordance with the law, we only collect the minimum amount of information about you that is necessary to respond to your correspondence, advise and provide information. 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.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to our Data Protection Officer, Thornton Parish Council, c/o 2F Kent Road, Southport, PR8 4BJ or the Information Commissioners Office: ico.org.uk/make-a-complaint/ Tel: 0303 123 1113