PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk
Website: www.poringlandparishcouncil.gov.uk

General Privacy Policy

Policy Reference	PPC 28
Version Number	3
Associated Documents	• PPC19 Data Protection Policy and GDPR
Last Review Date	June 2025
Frequency of Review	Annually
Approved by	Full Council
Date for Next Review	June 2026

General 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 so that it is possible 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
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
Poringland Parish Council cares about 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.

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.

Children
We will not process any data relating to a child (under 16) without the express parental/ guardian consent of the child concerned.

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 our Data Information Officer.

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 our Data Protection Officer.

Information Deletion
If you wish Poringland Parish Council to delete the information about you please contact our Data Protection Officer.

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 our Data Protection Officer.

Rights Related to Automated Decision Making and Profiling
Poringland Parish Council does not use automated decision making or profiling of individual personal data.

Summary
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.

Complaints
If you have a complaint regarding the way your personal data has been processed you may make a complaint to Poringland Parish Council Data Information Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Data Protection Officer:
Clerk to the Council
Community Centre
Overtons Way
Poringland
Norfolk
NR14 7WB
01508 492182
clerk@poringland-pc.gov.uk