

## Privacy Statement

Thank you for your email / visit / letter.

We need to advise you concerning the information that we hold about you. Personal data is anything that allows an individual to be identified, such as a name, email address or house address. The processing of this information is governed by the General Data Protection Regulations.

This privacy notice is provided by Felthorpe Parish Council. Felthorpe Parish Council is the Data Controller and the Parish Clerk is the Data Processor and the Data Protection Officer. Contact details for the Parish Clerk are :

Address – Felthorpe Parish Council, PO Box 1392, Norwich, NR8 6YS

Phone – 01603 946937

Email – felthorpe\_pc@yahoo.co.uk

The law states that the personal information must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We will always treat your personal information with great care and according to your wishes. The purpose of processing this information is for XXXXX. The period for which the personal data will be stored is XXXX. We will never share your information with anyone else and your information will not be used for any other matter.

The source of this information has come from you / from XXXXXX (delete as applicable)

As a data subject you have detailed rights including: right of access to your own personal data; right of correction; erasure, right to withdraw your consent, right to data portability, the right to object to processing and the right to lodge a complaint with the Information Commissioner (The ICO).

Please advise us if you change your mind at any time about us retaining this information.

Please sign this form to say that you consent and return to the address above or email your agreement. Remember, you can change your mind at any time.

Signed

Date