

*CYNGOR CYMUNED LLANDDAROG COMMUNITY COUNCIL*

CONTACT DETAILS ARE ON OUR WEBSITE

<http://llanddarogcommunitycouncil.co.uk/>

**Croesawir gohebiaeth yn y Gymraeg neu'n Saesneg / Correspondence is welcomed in Welsh or English**

## **Privacy Notice**

### **Introduction**

The Council provides a range of community services. To provide some of these services we need to collect and use appropriate personal information; this may be collected on a paper or online form, by telephone, email or in person.

We collect and hold your information to:

- deliver public services;
- confirm your identity to provide some services;
- contact you by post, email or telephone;
- understand what we can do for you and inform you of other relevant services and benefits; or obtain your opinion about our services.

We will process your information for the following purposes:

- for the service you requested and to monitor and improve the Council's performance in responding to your request;
- to allow us to be able to communicate and provide services and benefits appropriate to your needs;
- to ensure we meet our legal obligations;
- to process financial transactions including grants and payments.

For example, to deal with a concern from a member of the public to us on a local highways issue we may need to work with the County Council or Trunk Roads Agency.

We will only share information when it is fair and lawful to do so.

### **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.

## **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**

Llanddarog Community 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.

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 Llanddarog Community 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.

## **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 Manager who is the Clerk of the Council (see contact details above).

## **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 Manager who is the Clerk of the Council (see contact details above) to request this.

## **Information Deletion**

If you wish Llanddarog Community Council to delete the information about you please contact our Data Manager who is the Clerk of the Council (see contact details above) 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 our Data Manager who is the Clerk of the Council (see contact details above) to object.

## **Rights Related to Automated Decision Making and Profiling**

Llanddarog Community Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion:** 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 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 Policies. You can request a copy of our policies at any time.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Llanddarog Community Council's Data Manager who is the Clerk of the Council (see contact details above) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113