

## **NAVENBY WITH SKINNAND PARISH COUNCIL**

### **COUNCILLOR PRIVACY POLICY**

**Adopted:** January 2026

**Review:** May 2026

#### **Introduction**

1. When you sign your acceptance of office and take your seat on Navenby with Skinnand Parish Council, the information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

#### **When you contact us**

2. 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 not be shared or provided to any other third party.

#### **The Council's right to Process Information**

3. 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 conducted in the public interest or in the exercise of official authority vested in the controller.

#### **Information Security**

4. Navenby with Skinnand Parish 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 Navenby with Skinnand Parish Council at any time.

#### **Access to Information**

5. 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**

6. 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 the Data Information Officer to request this.

### **Information Deletion**

7. If you wish Navenby with Skinnand Parish Council to delete the information about you, please contact to request this.

### **Right to Object**

8. If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Data Information Officer to object.

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

9. Navenby with Skinnand Parish Council does not use any form of automated decision making or the profiling of individual personal data.

### **Complaints**

10. If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Navenby with Skinnand Parish Council's Data Information Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:caserwork@ico.org.uk) Tel: 0303 123 1113.

### **Summary**

11. In accordance with the law, Navenby with Skinnand Parish Council:

- a. Only collects a limited amount of information about you that is necessary for correspondence, information, and service provision.
- b. Does not use profiling, we do not sell or pass your data to third parties.
- c. Does not use your data for purposes other than specified.
- d. Makes sure your data is stored securely.
- e. Deletes all information deemed to be no longer necessary.
- f. Constantly reviews our Privacy Policies to keep up to date in protecting your data. You can request a copy of our policies at any time.