

Aust Parish Council

Serving the communities of Aust, Elberton
& Littleton-upon-Severn

Privacy Notice (General Public)

Revision & review history

Version	Date adopted	Minute reference	Details / Key Changes	Review due
1.0	09/04/2019		First adoption. Based on NALC model	
1.1	09/02/2021		Reviewed. No change required	
2.0	9/4/24	APC2024-04-8.4	Significant revision – based on SLCC model. Background information and procedures removed and put into separate Data Protection Policy.	
2.1	14/04/26	APC2026-04-8.3	Added reference to IT policy, new website address and new clerk email address	April 2028

This notice describes the way in which your personal information will be dealt with when you contact or otherwise interact with Aust Parish Council.

How will your information be used?

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 be not shared or provided outside the council unless with your consent.

The Council's Right to Process Information

The council will process your data under the General Data Protection Regulations (GDPR) Articles 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.

The council is registered as a data controller with the Information Commissioner's Office.

Information Security

Aust 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 policies. Copies of the council's Data Protection Policy and IT Policy are available on the council's website www.austparishcouncil.gov.uk or can be made available on request.

Retention of data

We will only keep your data for the purpose it was collected for and only for as long as is necessary. You may request the deletion of your data held by Aust Parish Council at any time, except where we hold the data for a statutory purpose.

We will keep some records permanently if we are legally required to do so. In general, we will endeavour to keep data only for as long as we need it.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Clerk.

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 the Clerk.

Information Deletion

If you wish Aust Parish Council to delete information about you, please contact the Clerk.

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 the Clerk.

Rights Related to Automated Decision Making and Profiling

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

Conclusion

In accordance with the law, Aust Parish Council 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 personal information deemed to be no longer necessary and which we have no legal obligation to retain.

Contact details

The main point of contact for Aust Parish Council is the Clerk, Emma Pattullo. She can be contacted on clerk@austparishcouncil.gov.uk or 01454 837271.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Chair of the Council and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113