

MILTON PARISH COUNCIL

Parish Council Office
Coles Road
Milton
Cambridge
CB24 6BL



Tel: 01223 861447

Email: clerk@miltonvillage.org.uk
Web: www:miltonvillage.org.uk

Privacy Notice

Milton Parish Council respects everyone's personal data privacy and only retains the minimum information necessary.

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. Your personal information will not be shared or provided to any other third party. No personal information will be shared with any third party other than those directly related to the specific issue being considered.

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

Milton 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 are available on the MPC website.

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/shredded. (You may request the deletion of your data held by Milton Parish Council at any time)

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 Protection Controller, the Parish Clerk at the above address.

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 Parish Clerk at the above address to request this.

Information Deletion

If you wish Milton Parish Council to delete the information about you please contact the Parish Clerk at the above address 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 the Parish Clerk at the above address to object.

Rights Related To Automated Decision Making And Profiling

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

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Milton Parish Council's Data Protection Controller at the above address, or to the Information Commissioners Office: casework@ico.org.uk tel: 0303 123 1113.

Summary:

To accord with the law, Milton Parish Council only collect a limited amount of information about any individual that is necessary for correspondence, communication, information and service provision. Milton Parish Council do not use profiling, it does not pass any data on to any third party. Milton Parish Council do not use your data for purposes other than those specified, and make sure all data is stored securely. Milton Parish Council delete all information deemed to be no longer necessary, and regularly review the Privacy Notice to keep it up to date in protecting data.