

# **DALHAM PARISH COUNCIL CONTACT PRIVACY NOTICE.**

Clerk: Antonia King

E-mail: [clerk@dalhamparishcouncil.gov.uk](mailto:clerk@dalhamparishcouncil.gov.uk)

In May 2018 important changes about the way organisations use and hold personal information were introduced.

When you contact Dalham Parish Council, we will need to obtain your consent to use and keep personal information such as your name, address, email address and phone number. This information will be used and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services.

## **Information Security**

Dalham Parish Council will make sure that your personal information is stored securely and will only keep it for the purpose it was collected for. Your personal information will be not shared or provided to any other third party.

## **Your Rights**

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Parish Clerk, Antonia King, using the contact details listed at the top of this page.

### **Information Correction**

If you believe that the information we have about you is incorrect or if your contact details change, please let our Parish Clerk, Antonia King, know using the contact details listed at the top of this page.

### **Information Deletion**

If you wish Dalham Parish Council to delete the information about you please contact our Parish Clerk, Antonia King, using the contact details listed at the top of this page.

### **Right to Object**

If you believe that your personal information is not being used for the purpose it has been collected for, you may object: Please contact our Parish Clerk, Antonia King, using the contact details listed at the top of this page.

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

Dalham Parish Council does not use automated decision making or profiling of personal data.

### **Complaints**

If you have a complaint regarding the way your personal information is being used please contact our clerk, Antonia King, or the Information Commissioner's Office casework@ico.org.uk, Tel: 0303 123 1113