

**OVERSTRAND PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN PRIVACY NOTICE**

**1. Neighbourhood Plan Privacy Notice**

When you attend a consultation event or return a survey or consultation document the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you, respond to your correspondence and provide information relating to the Neighbourhood Plan. Your personal information will not be shared with any third party unless required to do so by law.

**2. The Councils Right to Process Information**

General Data Protection Regulations 2018 Article 6 (1) (a) and (e) (Data Protection Act 1998) states:

- Processing is with consent of the data subject 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.

**3. Information Security**

Overstrand Parish Council takes care 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 relevant policies.

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.

**4. Children**

We will not process any data relating to a child (16 and under) without the express parental/ guardian consent of the child concerned.

**5. Your Rights**

**4.1 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 Officer who is the Clerk: [clerk@overstrandparishcouncil.org.uk](mailto:clerk@overstrandparishcouncil.org.uk)

**4.2 Information Correction**

It is up to you to ensure the information you supply Overstrand Parish Council is correct, however, 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: [clerk@overstrandparishcouncil.org.uk](mailto:clerk@overstrandparishcouncil.org.uk)

#### 4.3 Information Deletion

If you wish Overstrand Parish Council to delete the information about you, please contact: [clerk@overstrandparishcouncil.org.uk](mailto:clerk@overstrandparishcouncil.org.uk)

#### 4.4 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 [clerk@overstrandparishcouncil.org.uk](mailto:clerk@overstrandparishcouncil.org.uk)

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

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

### 6. **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 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 information deemed to be no longer necessary. We constantly review our Data Protection Policy to keep it up to date in protecting your data.

### 7. **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Overstrand Parish Council Data Protection Officer: [clerk@overstrandparishcouncil.org.uk](mailto:clerk@overstrandparishcouncil.org.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Clerk – Mrs J White**  
**15 Paul's Lane, Overstrand, NR27 0PF**  
**Tel: 01263 576766**  
**E-mail: [clerk@overstrandparishcouncil.org.uk](mailto:clerk@overstrandparishcouncil.org.uk)**