

# North Ferriby Parish Council

[www.northferribyparishcouncil.gov.uk](http://www.northferribyparishcouncil.gov.uk)

North Ferriby Playing Field Trustees – Charity No. 523280  
North Ferriby Village Hall Custodian Trustee – Charity No. 223908



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HU14 3AT

## PRIVACY NOTICE

### 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 data will only be used lawfully, fairly and in a transparent way and will only be shared with third parties including other data processors where it is necessary for the performance of the task requested or once you have given us your consent.

### The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e) defines that the processing of personal data is lawful if:-

- 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

North Ferriby 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 North Ferriby Parish Council at any time.

### Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### 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, using the details provided at the top of this document.

**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 to request this.

**Information Deletion**

If you wish North Ferriby Parish Council to delete the information about you please contact the Parish Clerk 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 by contacting the Parish Clerk.

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

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

**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 Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

**Complaints**

If you have a complaint regarding the way your personal data has been processed you can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.