



Freshwater Parish Council

General Data Protection Regulation Policy
And
Personal Data Access, Rectification and Erasure Request Form

2024



Freshwater Parish Council

Working For The Community

Freshwater Parish Council regards your privacy as important and complies with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

The Council will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary. All employees who have access to your personal data and are associated with the handling of that data are obliged to respect the confidentiality of your data. All your communications to us are protected against unauthorised access by third parties.

If you wish to view, amend or have deleted any data we hold on you, please complete the Personal Data Access form below and return it to the Council address provided.

If you believe that your data may have been subject to a data security breach, please contact the Parish Office on 01983 752000.

If you would like to make a complaint about Freshwater Parish Council's handling of your personal data, please telephone the Information Commissioner on 0303 1231113.

Freshwater Parish Council Privacy Policy

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.

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

The 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 Freshwater 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 Data Information Officer: The Parish Clerk clerk@freshwater-parish.org.uk

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 the 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: Please contact the Parish Clerk to object.

Rights Related to Automated Decision Making and Profiling

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

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 Policy to keep it up to date in protecting your data. (You can request a copy of our policies at any time or view them on our website).

Freshwater Parish Council
Parish Office
Memorial Hall
Avenue Road
Freshwater
PO40 9UU

Telephone 01983 752000

Email clerk@freshwater-parish.org.uk

Adopted June 2024
Reviewed May 2025

Freshwater Parish Council
Parish Office
Memorial Hall
Avenue Road
Freshwater
PO40 9UU
clerk@freshwater-parish.org.uk
01983 752000

General Data Protection Regulations

Personal Data Access, Rectification and Erasure Request Form

Please complete this form if you wish to exercise your right to access, rectify or object to further processing of the personal data we may have about you.

Name	
Address	
Email	
Telephone No.	

Please describe your request*

You may continue on a plain piece of paper if this box is not sufficient, please ensure that you include your name, address and the date as shown on this form, on all additional pieces of paper included in your request.

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*Please specify the information which you require access or deleted/rectified/amended.

Please note

- The information provided on this form will be used solely for the purpose of processing your request.
- You will need to provide proof of your identity before any information is released.
- The Council will require your consent to retain the information provided on this form until your request is completed. Please sign the consent below.

I consent to Freshwater Parish Council retaining the personal information supplied on this form in order for the Council to reply to my data access request.

Signed

Date

General Data Protection Regulations

Consent to Hold Contact Information

I agree that I have read and understood Freshwater Parish Council's Privacy Notice.
I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Freshwater Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification to the information that the Council keeps on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of Birth if under 18	
Parent/Guardian name for consent for any data processing activity	
Address	
Telephone No	
Email	
Signature	
Date	