



PITSTONE PARISH COUNCIL

9 Warwick Road, Pitstone, Beds, LU7 9FE
Tel: 01296 767261. Email: parishclerk@pitstone.co.uk
Facebook: "Pitstone Parish Council" and "Pitstone Youth"
Twitter: @pitstone_pc Web: www.pitstone.co.uk

Pitstone Allotment Garden Privacy Notice

When you sign your Allotment Garden Tenancy Agreement, the information you provide (personal information such as name, address, email address, telephone number) will be processed and stored by both Pitstone Parish Council and Pitstone Allotment Association, so that it is possible to contact you, respond to your correspondence, provide information, send invoices and receipts relating to your period of tenancy, and liaise with NSALG and their insurers. Your personal information will not be shared with any other third party without your prior consent.

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

Both Pitstone Parish Council and Pitstone Allotment Association have 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 found on our websites.

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 Pitstone 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 the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council releasing any information.

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. You can do this by contacting the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council fulfilling any request.

Information Deletion

If you wish Pitstone Parish Council to delete the information about you please contact the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council fulfilling any request and be aware that any such request may be subject to other statutory or legal

requirements eg the council must keep your information for the duration of your tenancy plus a short period beyond.

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. Please be prepared to provide evidence of your proof of identity, prior to the council fulfilling any request.

Rights Related to Automated Decision Making and Profiling

Pitstone 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 or find them on our website).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Council Clerk: (Laurie Eagling, parishclerk@pitstone.co.uk, 01296767261) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Review

This Privacy Notice was adopted by Pitstone Parish Council on Minute reference And will be reviewed on at least an annual basis.

Signed on behalf of Pitstone Parish Council by:

Chairman