



LLANNON COMMUNITY 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 with or provided to any other third party without your written consent.

The Council's 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 Council's Data Protection Controller.

Information Security

Llannon Community 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 can be requested through the council's Freedom of Information Publication Scheme.

We will only keep your data for the purpose it was collected and only for as long as is necessary, after which it will be deleted. You may request the deletion of your data held by Llannon Community 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 involved.

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. Contact details are at the end of this document.

Information Correction

If you believe the information we have about you is incorrect, you may contact us so we can update it and keep your data accurate. You can do this by contacting our Data Protection Officer. Contact details are at the end of this document.

Information Deletion

If you wish Llannon Community Council to delete the information about you, please contact our Data Protection Officer. Contact details are at the end of this document.

Right to Object

If you believe your data is not being processed for the purpose it has been collected for, you may object. Please contact the Data Protection Officer. Contact details are at the end of this document.

Rights Related to Automated Decision Making and Profiling

Llannon Community 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 which 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 once it is no longer necessary. We regularly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies through the Council's Freedom of Information Scheme at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Data Protection Officer.

Data Protection Officer:

Mrs Clare Hope

Llannon Community Council
Heol-y-Neuadd
Tumble
Llanelli
Carmarthenshire
SA14 6HR

e-mail: llannonccclerk@outlook.com

Tel: 01269 841213

Date Reviewed: Annual Council Meeting, 22nd May 2024

Review Date: Annual Council Meeting 2025