



Vigo Parish Council

Vigo Village Hall
The Bay, Vigo Village
Gravesend
Kent DA13 0TD
Tel: 01732 823337

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 information will only be shared with third parties to enable us to deliver relevant services.

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 our official functions and has a clear basis in law.

Information Security

Vigo 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 for as long as is necessary, after which it will be deleted. (You may request the deletion of your data held by Vigo 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 who is the Parish Clerk (telephone 01732 823337 or email clerk@vigo-pc.gov.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 our Data Information Officer who is the Parish Clerk (contact details above) to request this.

Information Deletion

If you wish Vigo Parish Council to delete the information about you, please contact our Data Information Officer who is the Parish Clerk (contact details above) 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 our Data Information Officer who is the Parish Clerk (contact details above) to object.

Rights Related to Automated Decision Making and Profiling

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

Summary:

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information, service provision and to enable us to carry out our obligations to enforce the covenants that apply to the Village. We do not use profiling and we do not sell or pass your data and we only pass it to third parties to enable us to deliver our services. 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 regularly review our Privacy Policies to keep them 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 may make a complaint to:

Vigo Parish Council Data Information Officer: Parish Clerk (contact details above) and / or the Information Commissioner's Office: email casework@ico.org.uk or telephone 0303 123 1113.

Vigo Parish Council, June 2018

(Reviewed and agreed on 04th May 2021 / 15th May 2023 / 13th May 2024)

Contact: 01732 823337 or clerk@vigo-pc.gov.uk