****

**GREAT CORNARD PARISH COUNCIL**

**The Stevenson Centre**

**Stevenson Approach**

**Great Cornard**

**CO10 0WD**

Tel: 01787 373212

Email: councilmanager@greatcornardpc.co.uk

**Memorial Bench Privacy Notice**

When you apply for a Memorial Bench at either Great Cornard Country Park, Great Cornard Cemetery or other public open space owned by Great Cornard Parish Council.

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the application, decision and where necessary, the memorial bench once in situ throughout its lifespan. Your personal information will not be shared with any third party.

**The Councils Right to Process Information**

Data Protection Act 1998, GDPR Article 6 (1) (a) 2018

Processing is with consent of the data subject.

**Information Security**

Great Cornard Parish Council cares about ensuring 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 relevant policies.

We will keep your data only for the purpose for which it was collected and only for as long as is necessary, after which it will be deleted.

**Your Rights**

**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: councilmanager@greatcornardpc.co.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: councilmanager@greatcornardpc.co.uk

**Information Deletion**

If you wish Great Cornard Parish Council to delete the information about you, please contact: councilmanager@greatcornardpc.co.uk

**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 councilmanager@greatcornardpc.co.uk

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

Great Cornard Parish Council does not use automated decision making or profiling of personal data.

**To Sum Up**

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.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to our Data Protection Officer: (Jayne Cole, Chief Executive Officer, Local Council Public Advisory Service Tel: 01284766885 or ceolcpaa.co.uk) or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113