



**KEMSING PARISH COUNCIL**

Mrs Yolanda Tredoux  
Clerk to the Council

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St Edith Hall  
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Sevenoaks  
Kent TN15 6NA

## 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 may be shared with Kemsing Parish Councillors (within Kemsing Parish Council) but will be not 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

Kemsing 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 made available upon request.

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 Kemsing 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 the Clerk to the Council, in writing, via the contact details above.

### 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 Clerk to the Council, in writing, via the contact details above.

### Information Deletion

If you wish Kemsing Parish Council to delete the information about you please contact the Clerk to the Council, in writing, via the 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 the Clerk to the Council, in writing, via the contact details above.

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

Kemsing 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 and 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 Kemsing Parish Council, in writing to the Clerk to the Council, via the contact details above and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Tel: 0303 123 1113

This policy was approved by Kemsing Parish Council on 20<sup>th</sup> June 2018  
and will be reviewed annually.

Revised 28 April 2021

Next review date: **June 2022**