**TEBAY PARISH COUNCIL**

**PRIVACY NOTICE**

Tebay Parish Council complies with the General Data Protection Regulation (GDPR) law which comes into effect in May 2018 and supersedes the Data Protection Act 1998. The Parish Council is a registered data controller. The Parish Council is committed to keeping your personal information accurate and up to date. We will not keep your information longer than necessary. This privacy notice explains how we use your personal information and the ways which we protect your privacy. The notice applies to all personal data collected for or on behalf of Tebay Parish Council. This includes information collected by letter, email, face to face, by telephone or on line.

By using our website, you agree to accept this privacy notice.

**How we use your personal information**

We collect and use your personal information so that we can supply you with statutory and other services and for the purposes for which you provided the information.

We may use your information in one or more of the following ways:

1. To provide services appropriate to you

2. To inform decision making

3. To process financial transactions including grants and payments involving the Parish Council

4. To ensure that the Parish Council meets its duties

5. To investigate any concerns or complaints you may have about the services you receive

6. Where otherwise allowed under law

We will only share your personal information when we are permitted to or are required to by law or when we have your consent to do so as required by law.

**Email**

Emails we send to you or you send to us may be kept as a record of contact. We may also store your email address for future use.

**Your Rights**

You can ask us to stop processing your personal data in relation to any Parish Council business. However, we may be required to hold or process information to meet our legal duties.

You are entitled to request access to and a copy of any information we hold about you. You have the right to ask that any information held about you that is inaccurate be corrected.

**Queries and Complaints**

You may contact us by phone, email or post

Email – clerk@tebaypc.org.uk

Post – The Clerk to Tebay Parish Council, Yew Tree Farm, Greenholme, Penrith, Cumbria CA10 3TA

Phone – 015396 24900

May 2018