



PRIVACY NOTICE

Who will control my data:

The Data Controller for all the information you provide on this electronic form is Towednack Parish Council, The Paddock, Tarrandean Lane, Perranwell Station, Truro, TR3 7NP.

How we will use the information about you:

We will only use the information you provide us to respond to you regarding your request. If you have requested to be kept up to date on Parish Council activities we will retain your data as shown below. If it is a one-off request then we will delete your data once it has been dealt with.

Who else will we share your information with:

Your information will not be shared with anyone other than the Data Protection Officer and the Chairman of the Council – all emails sent out will be sent BCC to ensure your information is not divulged to a third party.

How will we store the information about you (as indicated above):

Your data will be held on Towednack Parish Council's secure network.

Your rights: your personal information belongs to you and you have the right to:

- Be informed how we will process it
- Request a copy of what we hold about you and in commonly used electronic format if you wish
- Have it amended if it is incorrect or incomplete
- Have it deleted (where we do not have a legal requirement to retain it)
- Withdraw your consent if you no longer wish us to process
- Restrict how we process it

If you think any of the information we hold about you is incorrect or incomplete, would like access to any of the information we hold about you or have concerns regarding the way we have processed your information please contact: Michael Mills, Data Protection Officer, Towednack Parish Council, The Paddock, Tarrandean Lane, Perranwell Station, Truro, TR3 7NP Tel: 07870 744356 Email: clerk@towednackparishcouncil.gov.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you have a right to complain to the Information Commissioners Officer Tel: 0303 123 1113