

# BOUGHTON UNDER BLEAN PARISH COUNCIL



## General Privacy Notice - Public

Adopted: 13<sup>th</sup> June 2018

Last reviewed: June 2024

Next review: June 2026

---

**This privacy notice tells you what to expect us to do with your personal information when you work for us.**

### **Contact details**

Email: [clerk@boughtonunderblean-pc.gov.uk](mailto:clerk@boughtonunderblean-pc.gov.uk)

Phone: 07740 706189

Post: Boughton under Blean Parish Council, PO Box 310, Faversham, Kent ME13 3EA

### **What information we collect and use, and why**

We collect or use the following information to provide services

- Contact details (eg name, address, telephone number or personal email address)
- Payment details
- Website user information (including user journeys and cookie tracking)
- Records of meetings and decisions
- Information relating to compliments or complaints

Our lawful bases for collecting or using personal information to provide services are:

- Contract
- Legal obligation
- Public task

### **Where we get personal information from**

We collect your information from the following places:

- People directly

### **How long we keep information**

For more information about how long we keep your information, take a look at our retention schedule online:

[Document Disposal & Retention Policy](#)

### **Who we share information with**

In some circumstances, we may share information with the following organisations:

- Organisations we're legally obliged to share personal information with

### **Sharing information outside the UK**

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place. Please contact us for more information.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## **How to complain**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>