**INGWORTH PARISH COUNCIL**

**PRIVACY STATEMENT**

We need to advise you exactly concerning the information we hold about you.

The Council is the data processor, and the Clerk is the Data Protection Officer and data processor. Contact details for the Parish Clerk are: **Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, Melton Constable, NR24 2BB. Tel: 01263 587755, email:** **ingworthclerk@yahoo.co.uk****.**

We will always treat your personal information with great care and according to your wishes. You will be advised of the purpose for processing the information which we hold about you and also about the period for which the personal data will be stored. We may need your information for legal reasons or for reasons involving our activities as a Parish Council. We will never share your information with anyone else, unless we have advised you with whom we have to share your information. We will also let you know how we have received your personal information e.g. if you have given it to us or if we have received it from a third party.

As a data subject you have details rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (ICO).

Please advise us if you change your mind at any time about our holding this information. You can easily do this by contacting the Parish Clerk, details given above.