



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 will be not shared or provided to any other third party, without your consent or unless there are proper grounds to justify doing so, as set out below.

The Council's 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

Abertillery and Llanhilleth Community Council has a duty to ensure the security of personal data. We make sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested. 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 Abertillery and Llanhilleth Community 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 about you. You can do this by contacting the Council by writing to:

The Clerk to the Council
Abertillery and Llanhilleth Community Council
Council Offices, Mitre Street
Abertillery NP13 1AE
Or by email: clerk.alcc@gmail.com

Information Correction

If you believe that the information we have about you is incorrect, you may contact us and ask us to update it and keep your data accurate. Please contact: as above.

Information Deletion

If you would like Abertillery and Llanhilleth Community Council to delete the information it holds about you, please request this by contacting: as above.

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: as above.

Rights Related to Automated Decision Making and Profiling

Abertillery and Llanhilleth Community 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 on 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 review our policies to keep them up to date in protecting your data. You can request a copy of our policies at any time.

Complaints

If you have a complaint regarding the way your personal data has been processed by Abertillery and Llanhilleth Community Council, you may make a complaint in writing to the Council. Please contact: as above. Alternatively, you may contact the Information Commissioner's Office casework@ico.org.uk Tel: 0303 123 1113