**Cringleford Parish Council Privacy Notice**

Thank you for your communication.

This privacy notice is provided by Cringleford Parish Council. Under the General Data Protection Regulation (GDPR) 2018, we need to advise you concerning the personal information that we hold about you. Personal data is anything that allows an individual to be identified, such as a name, email address or house address. Further information can be found here: <https://ico.org.uk/for-the-public/>.

The personal information we hold on you will**:**

* be used lawfully, fairly and in a transparent way;
* be collected only for valid purposes that we have explained to you and not used in any way that is incompatible with those purposes;
* be relevant to the purposes we have told you about and limited only to those purposes;
* be accurate and be kept up to date as appropriate;
* be kept only as long as necessary for the purposes we have told you about below;
* not be shared with anyone else and not be used for any other matter;
* be kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

The lawful basis for retaining information according to the regulation is by your consent. The period for which the personal data will be stored is outlined in our online Records Retention Policy, which the Data Protection Officer can provide you with a copy of. Cringleford Parish Council is the Data Controller and the Parish Clerk is the Data Processor and the Data Protection Officer. Your personal data will be used for

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The source of this information has come from you/your organisation/your company.

As a data subject you have detailed rights including: right of access to your own personal data; right of correction or erasure; right to withdraw your consent; right to data portability; right to object to processing; the right to lodge a complaint with the Information Commissioner’s Office (ICO; ico.org.uk).

Please remember you can change your mind at any time about us retaining this information and withdraw your consent.

To consent to us retaining your personal data, please sign and return this form to CPC Data Protection Officer, The Willow Centre,1-13 Willowcroft Way, Cringleford, Norwich, NR4 7JJ. Alternatively you may email your consent to clerk@cringlefordpc.org.uk.

Signed:

Dated: