

**Great Hucklow, Grindlow, Windmill, Little Hucklow and Coplowdale  
Parish Council**

**Privacy Policy**

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## Introduction

Great Hucklow, Grindlow, Windmill, Little Hucklow and Coplowdale Parish Council (The Council) will be referred to as the 'Controller' of the personal data you provide to us.

### 1 Circumstances where we collect data

- Circulation of our Parish newsletter and adhoc Parish News Bulletins
- To reply to website or email enquiries
- To obtain quotations and tenders
- To pay suppliers and contractors
- To email other authorities

The data collected will usually include name and email address and sometimes may include postal address and telephone number and in the case of suppliers and contractors payment details will be collected.

### 2 Why we collect your data

- We need to know basic data in order to provide a service
- We will not collect any personal data from you we do not need in order to provide and oversee this service to you

### 3 What we may do with your data

- All the personal data we process is processed for the purpose of the Parish Council business
- No third parties have access to your personal data unless the law allows them to do so
- If you have contacted us via email or contact form then we will use the data you have provided to process your request

### 4 How long we keep your data

We will keep personal data for as long as necessary for us to provide a service and as required under UK law after which time it will be destroyed.

## **5 What are your rights**

- If you believe the information we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted
- If you wish to raise a complaint on how we have handled your personal data, you can contact us and request that we investigate