**Lambley Parish Council Privacy Notice**

This privacy notice sets out how Lambley Parish Council uses and protects any information that you give us.

Lambley Parish Council is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, and then you can be assured that it will only be used in accordance with this privacy notice.

Lambley Parish Council may change this notice from time to time by updating it. You should check on our website from time to time to ensure that you are happy with any changes. This notice is effective from 14th May 2018.

**What we collect**

We may collect the following information:

* name and job title
* contact information including email address
* demographic information such as postcode, preferences and interests
* other information relevant to customer surveys

**What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

* Internal record keeping.
* We may use the information to improve our services.
* We may periodically send emailsabout information which we think you may find interesting using the email address which you have provided.
* From time to time, we may also use your information to contact you for research purposes. We may contact you by email, phone or mail

**Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure,we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

**Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

* whenever you contact us, please indicate if you do not wish us to respond directly to you or to keep your personal information on record.
* if you have previously agreed to us using your personal information, you may change your mind at any time by writing to or emailing us, otherwise we will retain your information as long as we believe that you want to maintain your relationship with Lambley Parish Council.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the GDPR.. If you would like a copy of the information held on you please write to the Clerk to the Lambley Parish Council. Before we provide those details, you will need to provide proof that you are who you say you are. This would be most easily done by attending a Parish Council meeting and bringing a passport or drivers license with you.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible.. We will promptly correct any information found to be incorrect.

May 2018

Lambley Parish Council website: <http://www.lambleyparishcouncil.org.uk/>

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