

Bury Parish Council

Address

Clerk

Mrs Charlotte Copley

37 Station Road

Ramsey

Cambridgeshire

PE26 1JB

Email: parish.clerk@buryvillage.co.uk

In this Document

Job Application Privacy Notice	1
The Councils Right to Process Information	1
Information Security	2
Children	2
Your Rights - Access to Information	2
Information Correction	2
Information Deletion	2
Right to Object	2
To Sum Up	2
Complaints	3

Job Application Privacy Notice

When you apply for a vacancy with the Bury Parish Council and have sent us your application and CV The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the application process and interviews. Your personal information will not be shared with any third party.

The Councils Right to Process Information

GDPR (Data Protection Act 1998) 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

Bury Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

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.

Children

We will not process any data relating to a child (under 16) without the express parental/guardian consent of the child concerned.

Your Rights - Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: parish.clerk@buryvillage.co.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: parish.clerk@buryvillage.co.uk

Information Deletion

If you wish Bury Parish Council to delete the information about you please contact: parish.clerk@buryvillage.co.uk

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 parish.clerk@buryvillage.co.uk

Rights Related to Automated Decision Making and Profiling

Bury Parish Council does not use automated decision making or profiling of individual personal data.

To Sum Up

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, we do not sell or pass your data 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 constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Bury Parish Council Data Information Officer: parish.clerk@buryvillage.co.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113