

# Theydon Mount Parish Council

## Privacy Policy

Reviewed 18th May 2026  
Approved 18th May 2026  
Next Review - May 2027

The Theydon Mount Parish Council (The Council) is a statutory body and Data Controller registered with the Information Commissioner. The processing of personal data is governed by the General Data Protection Regulation (GDPR) 2018, which has strict guidelines to insure your personal data is used lawfully, fairly and in a transparent way.

We only collect limited personal information, for example name, address, email address, telephone number, which you have either consented to give or is necessary for the lawful purposes of delivering services and providing information to you.

Personal information is processed to contact you, respond to your request or for you to access Council facilities and services e.g. Parish Newsletter. As far as is practically possible we ensure that your data is up to date and accurate.

The Council does not share your personal information with any third party unless required to do so by law e.g. criminal investigation.

Under the GDPR, Article 6, the personal data is processed mainly for a 'public task', so that we can carry out our official responsibilities, and also by 'consent', for example if you are an advisory member of a council committee or have requested to receive the Parish Newsletter by email.

We take the security of your personal data seriously and make sure that it is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. We do this through appropriate technical measures and appropriate policies. We only keep your data for the purpose(s) for which it was collected for and only for as long as is necessary by law or following guidance from professional bodies and best practice, after which it is deleted.

We do not carry out any automated decision making or profiling.

### **Your Rights**

You have the right to request copies of the information we hold on you.

You have the right to correct the information we hold if you think it is incorrect.

You have the right to request your data be deleted (but this may affect the services we are able to deliver to you)

Please contact the Parish Clerk if you would like further information about the data we hold for you.

## **Complaints**

If you have a complaint about the way your personal data has been processed please contact the Parish Clerk by email at [theydonmountparishclerk@gmail.com](mailto:theydonmountparishclerk@gmail.com) or by post c/o 84 Theydon Grove, Epping, CM16 4QA

You can also make a complaint to the Information Commissioner's Office at:  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF.  
Or telephone 0303 123 1113  
Or email <https://ico.org.uk/global/contact-us/email/>  
Or live chat service [ico.org.uk/livechat](https://ico.org.uk/livechat)

Privacy Policy adopted on 11<sup>th</sup> October 2021. The Policy will be updated as necessary.