

# NETHER DENTON PARISH COUNCIL

Chairman: Cllr. David G. Richardson

Clerk: Lynnesy Mowbray  
School House  
Low Row  
Brampton, CA8 2LN  
Tel: 07585 115505  
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## Privacy Statement

### **Purpose and scope**

This is a guide for the public

### **The Internet**

Please be aware that transmitting information over the internet (including email) is not completely secure and we cannot guarantee the security of personal information sent to or by us over the internet. Any correspondence with you via the internet is at your own risk. There are procedures and security features in place to keep your data secure once it has arrived at the Council's computer system. We shall only keep your information as long as it is required for Council business and for the purposes for which you supplied it. Our Record Management Policy details how long we retain various classes of information.

### **Disclosure**

The Council will not disclose your personal information to other organisations for marketing, market research or commercial purposes. We may pass on your personal information to other organisations if we have a legal obligation to do so. This includes exchanging information with other councils and Government departments for legal reasons.

### **Email Lists**

We sometimes use a list of email addresses supplied to us by parishioners so that we can send information to them. If your email address is on the list, it is there because you asked us to put it there. You can ask for it to be removed or updated (if you change your email address). When we send email using this list, we do so to

“undisclosed recipients”. This means that no-one on the list can see anyone else’s email address – or even who else is on the list.

## Your Rights

You can find out if we hold any personal information about you by making a ‘subject access request’ under the Data Protection Act (DPA) 2018. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to;
- let you have a copy of the information in an intelligible form;
- (if so requested) destroy the information unless we have a legitimate reason under the DPA for retaining it.

Please make any such request in writing to our Clerk. We will normally respond within 20 days.

If at any time you feel that we have failed to meet these standards then please contact our chairman or make a complaint direct to the Information Commissioner using their website: <http://www.ico.org.uk/concerns>

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**Accepted by FCM and Adopted:** March 2026

**Date for next review:** No later than March 2028

**Review:** Bi-annual

### Amendment Notes -

Date accepted by FCM	Amendment