

# Nettlestead Parish Meeting Privacy Policy

## November 2025

### **Our contact details**

Name: Clerk to the Meeting (Janet Gobey)

Address: Nut Tree Cottage, Nettlestead Road, Little Blakenham, Suffolk, IP8 4LR.

Phone Number: 07598 282579

E-mail:nettlesteadparishmeeting@gmail.com

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (name, address and email address)

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for the following reasons:

- To receive information by email from the Chairman of the Parish meeting and the Clerk to the Parish Meeting

We also receive personal information indirectly, from the following sources for the reason stated:

- Mid Suffolk District Council – provision of annual Electoral Roll.

We use the information that you have given us in order to:

- Contact you by email.

We may share this information with:

Government departments.

Police.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Clerk (contact details above)**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

### **How we store your personal information**

Your information is securely stored on the laptop used by the Clerk. No paper copies are kept.

We keep email addresses until you inform us that you no longer wish to receive emails from the Meeting. We will then delete your email address.

The PDF of the annual Electoral Roll is kept until the new one is issued, and then deleted.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us as above if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us as above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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