Castle Bromwich Parish Council
Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB
0121 747 6503
counciloffice@castlebromwichpc.gov.uk
www.castlebromwichpc.gov.uk

Status	Date
Date Adopted	27th January 2021
Date Reviewed	25th February 2026

DATA PROTECTION
Privacy Notice

When you contact us
The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and:

- respond to your correspondence,
- provide information and/or
- provide you with access to our facilities and services.

Your personal information will be not shared or provided to any other third party.

The Council's Right to Process Information
We rely on the General Data Protection Regulation Article 6 (1) (a) (b) and (e) where:

- 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
Castle Bromwich Parish Council has a duty to ensure the security of personal data. By way of appropriate technical measures and appropriate policies we make sure that your information is protected from unauthorised access, manipulation, loss, falsification, destruction or unauthorised disclosure. Copies of these policies can be requested.
We will only keep your data for the purpose it was collected and only for as long as is necessary, after which it will be deleted. (You may request the deletion of your data held by Castle Bromwich Parish Council at any time).

Children
We will not process any data relating to a child (anyone aged less than 13yrs) without the express parental / guardian consent of the child concerned.

Please contact our Data Information Officer, the Clerk to the Council, if:

- You require access to the information we have on you.
  (Right of Access to Information)
- You believe the information we have about you is incorrect, and you would like us to update it and keep your data accurate.
  (Information Correction)
- You wish Castle Bromwich Parish Council to delete the information about you.
  (Information Deletion)
- You believe your data is not being processed according to the alleged purpose and you wish to object.
  (Right to Object)

Rights Related to Automated Decision Making and Profiling

Castle Bromwich Parish Council does not use any form of automated decision-making or the profiling of individual personal data.

Conclusion: In accordance with the law, we:

- only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- do not use profiling.
- do not sell or pass your data to third parties.
- do not use your data for purposes other than those specified.
- make sure your data is stored securely.
- delete all information deemed to be no longer necessary.
- constantly review our Privacy Policy to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

Should a complaint arise regarding the way your personal data has been processed please notify the Parish Council's Data Information Officer - the Clerk to the Council, as contacts above; and the Information Commissioners Office via casework@ico.org.uk
Tel: 0303 123 1113