

PO Box 12682 EPPING CM16 9FF  
T: 01992 570870 E: [eppinguplandpc@gmail.com](mailto:eppinguplandpc@gmail.com)

## Privacy Policy

Epping Upland Parish Council (The Council) is a statutory body and Data Controller registered with the Information Commissioner. We only collect limited personal information, for example name, address, email address, telephone number, 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 eg Allotments, Burial Ground. As far as is practically possible we ensure that your data is up to date and accurate and ask you to assist us with this particularly in regard to the Burial Ground.

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

Under the General Data Protection Regulations (GDPR) Article 6 the personal data is processed mainly for a 'public task' that is so that we can carry out our official responsibilities and by 'consent', for example if you are an advisory member of a council committee.

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) 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 particularly with regard to the Burial Ground.

Please contact us as above to deal with any of these

## Complaints

If you have a complaint about the way your personal data has been processed please contact us, our Complaints Policy can be viewed at [essexinfo.net/epping-upland-parish-council/policies/](http://essexinfo.net/epping-upland-parish-council/policies/)

You can also complain to the Information Commissioner's Office - live chat service [ico.org.uk/livechat](http://ico.org.uk/livechat), or call the helpline on 0303 123 1113.