

# MISTLEY PARISH COUNCIL

*Clerk to the Council Susan Clements Assoc. CIPD FSLCC (CILCA)*  
Tel. 07982 507584

Email – [clerk@mistleyparishcouncil.gov.uk](mailto:clerk@mistleyparishcouncil.gov.uk)

Website – <https://www.mistleyparishcouncil.gov.uk>

Date added to Waiting List

Dear Allotment Waiting List Resident

## **General Data Protection 2018 – Personal Data – Mistley Parish Council – Contents of Information Notice – Lawful Processing**

I am writing to you to let you know about the data that the Parish Council holds about you whilst you are on the Allotment Waiting List for Residents. The Parish Council is the Data Controller.

The Parish Council fully adheres to the General Data Protection Regulation (GDPR) 2018. The Council also believes that protecting personal/business information is very important.

The processing of your personal data is necessary for the purposes or exercising obligations or the rights of the Data Controller (Mistley Parish Council), under the terms of the tenancy that you have with the Council. The information that the Council holds for you includes your name, address, telephone number and if applicable, your email address.

Legally, I have to advise you that you can withdraw your consent at any time. However, by doing this it would make it very difficult for the Parish Council to continue to retain your details on the Allotment Waiting List for Residents. Anyone has the right to ask for a copy of the information held by the Council in its records about them. They also have the right to request any correction of inaccuracies in the Council's information. Any breaches of the GDPR must be reported to the Council within 72 hours of the breach. The Council will only report the alleged breach to the individual/s concerned if there is a potential high risk' breach. (i.e. if actual damage could be caused, reputational or otherwise).

Thank you for your co-operation. Please contact me if you have any queries.

Many thanks.

Kind regards.

Susan Clements  
**Clerk to the Council**