

**Chairman: Mr E J C Wiley Clerk to the Council: Mrs T. Scott**

**Octagon Office, Manor Farm, Broad Lane 31 Salhouse Road, Little Plumstead**

**Little Plumstead, Norwich, NR13 5EL Norwich, NR13 5JJ**

**Tel: 01603 716427 Tel: 07837869794**

Dear XXXXX

**Privacy Notice**

We need to advise you exactly concerning the information we hold about you.

The Parish Council is the Data Controller and the Parish Clerk is the Data Processor and the Data Protection Officer. Contact details for the Parish Clerk are 31 Salhouse Road, Little Plumstead, NR13 5JJ Telephone number 07837 869794 Email address clerk@plumsteads.co.uk.

We will always treat your personal information with great care. The purpose for processing the information is for XXXXXXXXXXXX. The period for which the personal data will be stored is XXXXXXXX. We will never share your information with anyone else.

The source of our information has come from you / from XXXXXXXXX (delete as applicable).

As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

Please advise us if you change your mind at any time about our holding this information.