

# ST MONANS AND ABERCROMBIE COMMUNITY COUNCIL

## Privacy notice

### Our contact details

In the first instance contact the Secretary at [community@stmonans.org.uk](mailto:community@stmonans.org.uk)

### The type of personal information we collect and why we have it

Personal information includes details such as your name and address, email address and any information relating to your query with us. Most of the personal information we process is provided to us directly by you.

We may share this information with Fife Council, the Scottish government, elected representatives (such as your Councillor, MP or MSP) and other public authorities.

You are able to remove your consent at any time. You can do this by contacting [community@stmonans.org.uk](mailto:community@stmonans.org.uk)

### How we store your personal information

We keep your personal data for no longer than reasonably necessary. It will then be securely destroyed. If you inform us that you would like us to delete your personal information, we will do so without undue delay.

### Your data protection rights

You have the right to ask us for copies of your personal information.

You have the right to ask us to rectify personal information you think is inaccurate or incomplete.

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

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

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 at [community@stmonans.org.uk](mailto:community@stmonans.org.uk) 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 at [community@stmonans.org.uk](mailto:community@stmonans.org.uk)

## ST MONANS AND ABERCROMBIE COMMUNITY COUNCIL

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>