



Langton Matravers Parish Council

Privacy Notice: Supplier (Sole Trader only)

The following is a description of the way we, Langton Matravers Parish Council (LMPC), hold and process supplier information.

Supplier Information

We may gather some information from other customers and other agencies. We will only gather personal information from you if it is required by us to carry out our official functions or to fulfil a contractual obligation. The information we collect, hold and share will normally be limited to:

- Personal details (such as name and contact details)
- Goods and services
- Financial details

We may in certain circumstances such as the provision of professional services hold and share additional personal information including education and employment details.

Why we collect and use this information

We use this data:

- To maintain our own accounts and records
- To administer LMPC properly
- To deliver the functions and services of a parish council

Lawful Basis

The lawful basis for the above processing is to:

- enable LMPC to discharge its responsibilities as a Public Authority.
- comply with contractual obligations
- comply with legal obligations

Data Sharing

We may need to share some of your personal information with other organisations including:

- suppliers of other product/services with whom the sole trader's product /service will need to co-exist or interact
- associates and representatives of the sole trader whose personal data we are processing
- professional advisors and consultants
- past, current or prospective customers
- government departments and agencies, to whom we are required by law, to provide such information

Data: Its retention and how it is held and processed

Your information will be held for no longer than is necessary. Though LMPC may, in the public interest, continue to hold some data for archival, statistical and/or research purposes.

Your information will be held and processed securely and will not be transferred outside the European Economic Area (EEA) except to those countries or international organisations which are deemed suitable by the ICO.

LMPC does not make use of “automated individual decision making” (decisions made by automated means without any human involvement) nor does it use “profiling” (automated processing of personal data to evaluate or predict certain events or behaviours about an individual).

Your rights

You have the right to request access to information that we hold about you. To make a request for your personal information contact the parish clerk. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Subsequently, you may contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice or make a complaint, please contact the parish clerk: by letter at the parish office, by telephone on 01929 425100 or by email to langtonmatravers@dorset-aptc.gov.uk.