

# WHITE COLNE PARISH COUNCIL

## CUSTOMER SERVICE

### Information collected

- Customer name
- Contact details (address, telephone number, email address)
- Details of your enquiry

### Purpose for processing

The Council has a requirement to process the above information for the investigation of Complaints, Compliments and/or Comments. We operate under the Data Protection Act 2018 and other regulations such as GDPR. We request the minimum amount of information and it is stored securely in a protected server.

### Length of time we keep your information

6 years after the record has been closed.

### Updates to this privacy notice

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how White Colne Parish Council is protecting your information.

Adopted: 18 January 2022

Minute ref: 381

Next review: April 2024