



Exercise of Data Protection Rights - How to Make a Request

St Stephen Parish Council is committed to ensuring your personal data is treated lawfully, fairly and transparently and respects your rights under UK GDPR and Data Protection law.

Purpose: To exercise your rights in relation to personal data held by the Parish Council, including:

- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to object to processing
- Right to data portability

How to Make a Request:

You may make a request verbally, in writing or by email. Please

- Provide your name, address, email, and telephone number.
- Specify which right(s) you are exercising and provide details of the data concerned.
- We may ask you to provide proof of identity where necessary, for example a recent utility bill, passport, or driving licence.

Where to Send Your Request:

- Phone: The Clerk, 01923681443
- Email: clerk@ststephen-pc.gov.uk . Please use Data protection Rights Request in the email subject line
or
- Post: The Parish Centre, Station Road, Bricket Wood AL2 3PJ Please mark your correspondence: Data Protection Rights Request.

Response Time: You will usually receive a response within one calendar month of receipt of your request.