



## FOUR MARKS PARISH COUNCIL

### PRIVACY NOTICE

Four Marks Parish Council is committed to protecting your privacy. All public and private organisations are legally obliged to protect any personal information they hold. We operate in accordance with the Data Protection Act 1998 (DPA) and the General Data Protection Regulations 2018 (GDPR) in respect of any personal information you give us. Our registration number with the Information Commissioner's office is Z8748787 and may be viewed at Information Commissioner's Office website. For more details on the Data Protection and Freedom of Information Acts please contact the Information Commissioner's Office.

The Parish Council has a legitimate right to hold personal data for the operation of council business.

#### ***What do we mean by personal information?***

The DPA/GDPR cover any data which concerns a living and identifiable individual and includes such things as name, address, age or telephone number.

#### ***What is my personal information used for?***

- The Clerk holds details of the Electoral Register for the Parish
- The Clerk holds details of regular contacts for local groups and contractors.
- Information is held in relation to planning applications and any comments thereon.
- Information is held when volunteered to the Parish Council in relation to a query or burial.
- Information is held when volunteered to the Parish Council in relation to the Neighbourhood Planning process.

#### ***How do you store my personal details?***

- Personal information is only stored when volunteered to us by you or when they form part of public record within the Council's Minutes.
- The information is held and managed by the Clerk.
- You have the right to have any personal information amended at any time.

#### ***Who can view my personal information?***

- It may be necessary for the Council to view certain personal data when considering planning applications and queries.
- Information volunteered to us by you in relation to a burial may be viewed by the Parish Council's auditor.

- Your personal information will NOT be disclosed to third parties unless required by law or your prior written consent is sought.

### **Records Management**

- The Council records are kept at the Parish office.
- Electronic data is held on password-protected Council devices
- Data is deleted when no longer required in line with the adopted Data Retention Policy
- All disposed paper data is shredded prior to disposal.

### ***How will you contact me?***

- We may use your personal information to contact you.
- Your personal information will NOT be sold or disclosed to any third parties unless required by law or with your written consent.

### ***How to get a copy of your information?***

We will try to be as open as we can in terms of giving you access to your information. You can find out if we hold any personal information about you by making a 'subject access request' under the DPA/GDPR.

- A person about whom information is held is entitled to be informed by Four Marks Parish Council whether any information is held on him / her and to: a description of the data; and a copy of the information in an intelligible form. There is no longer a fee required for this request, however if the request is deemed 'manifestly unreasonable' the Parish Council may make a charge for providing the information.
- The data will be released without undue delay and within one month, unless good reasons are given.
- The person is also entitled to request and receive information pertaining to: the purposes for which the data is being held; the recipients or classes of recipients to whom it may be disclosed; and the source of the data.
- If the data has been processed by a computer in order to arrive at a decision and the outcome of such processing significantly affects the person concerned is entitled to be informed of the logic behind the decision – making process.
- Where the processing of personal data causes unwarranted and substantial damage or distress the person is entitled to send a notice to Four Marks Parish Council requiring such processing to cease. Four Marks Parish Council must, within 21 days, send the individual a written notice stating that the request has been complied with or the reasons why the request is unjustified. Inadequate compliance with a notice may be remedied by court order.
- The person also has the right to have wrong information corrected, blocked from processing or erased.

### ***What happens if there is a personal data breach?***

- The Parish Council will notify the Information Commissioners Office, **within 72 hours**, of any personal data breach (ie. a breach of security leading to the accidental or unlawful destruction, loss or alteration or unauthorised disclosure of personal data).