

PRIVACY STATEMENT AND PROTECTION OF PERSONAL INFORMATION

Staverton 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 General Data Protection Regulation (GDPR) 2018 in respect to any personal information you give us. Our registration number with the Information Commissioner's Office (ICO) is **ZA271788** and may be viewed at the Information Commissioner's website. For more details on the Data Protection and Freedom of Information Acts, please contact the Information Commissioners Office.

Data

Data is information which

- Is being processed
- Is recorded with the intention of being processed
- Is recorded on file or is intended to be held on file
- Is none of the above but forms part of an accessible record as defined in Section 68 of the GDPR
- Is recorded information held by Staverton Parish Council and to which none of the above applies

Data Protection Principles

All personal information held by Staverton Parish Council will be processed in a fair and lawful manner and in accordance with the data protection principles below;

- Only collect and use personal information where there are legitimate grounds
- Not use personal information in unjustified ways that will have adverse effects on the individuals concerned
- Be transparent about how the information is used and individuals whose information may be used will be issued with privacy notices for their signed agreement in advance of their personal data being collected
- Handle people's personal data in no other way than can be reasonably expected

- Ensure that nothing unlawful is done with personal data

What do we mean by personal information?

The GDPR covers any data which concerns a living and identifiable individual and includes such things as name, address, age, or telephone number. This can take the form of and includes;

- Computer input documents
- Information processed by computer or CCTV
- Information contained in medical records
- Information contained in structured manual records

Protecting your personal information

We are committed to data security and we take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. Only authorised Data Processors and our website developers, **SIMPLY IT** will have access to your personal information.

What is your personal information used for?

The Parish Clerk holds details of the Electoral Register for the Parish and details relating to things such as planning applications and any comments thereon, as well as electronic communications.

Who can view your personal information?

It may be necessary for Staverton Parish Council to view certain items of personal data such as addresses when considering planning applications and other similar matters. All details in this regard are of public record with the Wiltshire County Council Planning Department.

Your personal information will NOT be disclosed to third parties **unless required by law to do so, or with your prior consent.**

Storage of personal Details

We only store your personal information when volunteered to us by you and with your agreement or when they form part of public record within minutes of Council Meetings.

The information is held and managed by the Parish Clerk.

You have the right to have your personal information amended at any time.

Records Management

The Staverton Parish Council records, both paper and digital format, are kept securely at the Parish Clerk's working location which is normally at their home address or securely at the Village Hall. All paper data which is to be disposed of is shredded prior to disposal.

The data held by the Parish Clerk is held on a password-protected dedicated Council laptop.

PUBLIC RIGHTS

Legal basis: Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller or by express consent

- ❖ **The right to correct any information we hold on you by contacting Staverton Parish Clerk.**
- ❖ **The right to request your details are removed from our files by contacting Staverton Parish Clerk.**
- ❖ **The right to object to your personal information being processed if you believe it has been unlawfully processed by contacting the Staverton Parish Council Data Information Officer or Chairman of the Parish Council.**

Additional Rights:

- The right to be informed how and why we use your personal information
- The right of access to your own individual personal information
- The right to restrict processing where you believe the information we hold maybe inaccurate or incomplete
- The right to data portability to request that your information is available in a portable format to access other services (where applicable)
- Rights in relation to automated decision making and profiling. We do not use automated decision making services or profiling on our website or through other software.

Contacting you

Sometimes we will use your personal information to contact you at the address/email/phone number you have agreed to provide.

Your personal information will NOT be sold or disclosed to any third party **unless required by law or with your written consent.**

How to make a complaint to us

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Staverton Parish Council Data Information Officer, Cllr Kevin Lamb: or June Jones, Parish Clerk at parishclerk@stavertonparishcouncil.org.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 111

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 requesting the data under the Freedom of Information Act 2000.

To Sum Up

In accordance with the law, we only collect a limited amount of digital and paper documentation about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

For more information contact:

Mrs June Jones, Parish Clerk – 01225 765553 – parishclerk@stavertonparishcouncil.org.uk