

# Chaffcombe Parish Council

## Privacy Notice – Data Protection Policy

### Adopted May 2018

NOTE: this draft Policy to be formally approved by the Parish Council at the next meeting on 20th August 2018

Chaffcombe Parish Council is committed to protecting your privacy. This Privacy Notice explains how we use information about you and how we protect your privacy.

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

Personal information can be anything that identifies and relates to a living person. This can include your name, address, telephone number, email address, photograph.

Some information is 'special' (previously called sensitive information) and can include sexuality, religious beliefs, ethnicity, health, political opinion, criminal history.

#### What personal information does Chaffcombe Parish Council hold?

**Chaffcombe Parish Council does NOT hold, or have access to, any special or sensitive personal information.**

Chaffcombe Parish Council holds the following information:

- The Electoral Register for the Parish.
- Details of local groups with whom we have a business arrangement.
- Details of regular contacts for local groups.
- Details of contractors and service providers.
- Details of contractors who have tendered and advertised their services.
- Details of people to whom the Council provides services.
- Details of email and postal correspondence with residents.
- Telephone contact numbers of residents who contact the Council.
- Information in relation to planning applications and any comments thereon.
- Information in relation to a burial or memorial in the Cemetery.
- Information volunteered to the Council in relation to projects in connection with the Parish.
- Details of Parish Councillors.

#### How are personal details stored?

- We only store your personal information when volunteered to us by you or when they form part of the public record such as within the Council's Minutes.
- The information is held and managed by the Parish Clerk on a secure desktop computer or in a secure filing cabinet.
- The information is held at the Clerk's home which is their place of work.
- You have the right to have any personal information amended at any time.

#### Who can view my personal information?

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

- 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 Clerk who is the Cemetery Administrator.
- 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 Clerk's working location which is their home.
- Electronic data is held on a password-protected desktop computer.
- Data is deleted when no longer required.
- All disposed paper data is shredded prior to disposal.

#### How will you contact me?

- We may need to contact you in connection with a project in which you have expressed an interest.
- We may need to contact you in connection with Parish Council business.
- We may need to contact you to protect your vital interests.
- We may need to contact you in the performance of a contract.

#### How can I obtain a copy of my information?

You have the right to ask for all the information we hold about you.

When we receive a request from you in writing we must give you access to everything we have recorded about you.

#### Where can I get advice?

If you have any worries or questions about how your personal information is handled please contact Chaffcombe Parish Clerk on 01460 53378 or email [suemorley@talktalk.net](mailto:suemorley@talktalk.net)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Alternatively visit the website at: [ico.org.uk](http://ico.org.uk) or email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

This Notice and Policy was formally adopted at a meeting of Chaffcombe Parish Council on 20th August 2018.

Josie Miles - Chair Chaffcombe Parish Council  
 Sue Morley - Chaffcombe Parish Clerk