

# Stonham Parva Privacy Notice

This privacy notice explains how we use your personal information and the ways in which we protect your privacy. This notice applies to all personal data collected for or on behalf of the Stonham Parva Parish Council. This includes information collected by letter, email, face to face, telephone or online.

Stonham Parva Parish Council complies with its obligations as the data controller under the GDPR by protecting personal data from loss, misuse, unauthorised access and disclosure. We ensure that appropriate procedural and technical measures are in place to protect personal data, by storing it securely, by keeping records up to date, by not collecting or retaining excessive amounts of data, and by securely deleting or destroying it when it is no longer needed.

## Purpose

We use your personal data for the following purposes: –

- To fulfil our statutory duties and powers as a Parish Council;
- To maintain our accounts and records;
- To respond to enquiries from parishioners;
- To communicate with parishioners and volunteers;
- To inform you of news, events, and activities affecting the parish.

## Lawful basis for processing.

The lawful basis for holding this information is to enable the Parish Council to carry out its **public task** as part of its local government statutory duties and powers.

Where parishioners have made contact with the Parish Council, by telephone, email, or other means of correspondence, we may also hold their telephone numbers and/or email addresses. This information has been freely provided by the parishioner, and is used only for the communication purposes of the Parish Council.

Parishioners may have also contacted the Parish Council to express an interest in supporting the community, such as in delivering leaflets, or participating in voluntary litter patrols or other activities. Contact details of these individuals may be kept on separate database groups as a **legitimate interest** so that they may be informed of activities which they have expressed an interest in or have participated in the past. When contacting these parishioners, action will be taken to ‘blind copy’ or otherwise withhold their contact details from other members of the group.

## How do we secure your personal data?

All electronic information, correspondence and databases held by Stonham Parva Parish Council shall be securely password-protected and encrypted. Hard copies shall be securely filed and protected from unauthorised access. Personal data including correspondence from parishioners to Stonham Parva Parish Council shall remain confidential at all times and shall

not be divulged or shared with other parties without the express permission of the parishioner.

### **How long do we keep your personal data?**

We retain electoral roll data while it is still current, financial records for up to 6 years after the calendar year to which they relate, and parish council minutes permanently.

Correspondence concerning a complaint or enquiry shall be retained only as long as is absolutely necessary, and shall in any event be deleted or destroyed by shredding after a period not exceeding two years following resolution, unless it is considered likely that the matter may be referred to again.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: –

- The right to request a copy of any personal data held by the Parish Council;
- The right to request that the Parish Council corrects any personal data that is found to be inaccurate or out of date;
- The right to request your personal data, such as correspondence, telephone numbers, and email addresses, is erased where it is no longer necessary for the Parish Council to retain such data; (this does not apply to public information, or information necessary to enable the Parish Council to fulfil its duty and public tasks as a local government organisation);
- The right to be removed from any communication databases at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

To exercise all relevant rights, queries or complaints, please in the first instance contact:

The Clerk

Clerks details here

You can contact the Information Commissioners Office on 0303 123 1113 or via email to <https://ico.org.uk/global/contact-us/email/> or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

This policy is effective from 29 October 2018 and will be reviewed every two years.