

# *Gildersome Parish Council : Privacy Policy*

Gildersome Parish Council is committed to protecting your privacy. All public and private organisations are legally obliged to protect any personal information they hold. The new GDPR , General Data Protection Regulation came into effect on 25<sup>th</sup> May 2015, and the Parish Council will operate in accordance with this Act. Our registration number with the ICO, Information Commissioner's Office, is A8328924, and may be viewed on their website. For more details regarding the Data Protection and Freedom of Information Acts please contact the ICO.

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

The Data Protection Act covers any data which concerns a living and identifiable individual, and includes such things as name, address, age, telephone number and email.

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

The Clerk holds details of the Electoral Register for the Parish, details relating to planning applications, as well as electric communications relating to enquiries made by residents of Gildersome.

## *Who can view my personal information?*

It may be necessary for the Parish Council, Ward Councillors and Council Departments to view certain personal data when considering planning applications, or to assist in an enquiry raised by residents.

Your personal information will NOT be disclosed to third parties unless required by law, or with your prior consent. If you subsequently wish to withhold this consent, please notify the Clerk by email or letter, and all personal data will be removed.

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

We only store your personal information when volunteered to us by you, or when they form part of a public record within the Council Minutes. The information is held and managed by the Parish Council Clerk.

## *Records Management*

The Parish Council records, both in paper and digital format, are kept at the Clerk's working location, which is normally their home. All disposed data is shredded prior to disposal.

The digital data held by the Clerk is on a password-protected Council laptop, which remains the property of the Parish Council. Paper documents are kept in a locked cabinet.

We aim to keep any personal information we hold up to date, accurate and error free. Please help us to keep your information accurate by notifying us of any changes.

### *How will you contact me?*

On occasion we will use your details to contact you. This may be with regard to an enquiry you have made, or a Parish Council event.

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

### *How to make a complaint to us?*

Please see our Complaints Procedure for more information.

### *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.

Should you require any help please contact the Parish Clerk. Details are on our website.