

SHIPTON GORGE PARISH COUNCIL

Privacy Notice

Who we are

Shipton Gorge Parish Council

Email Address: clerk@shiptongorge.org.uk

Website: www.shiptongorge.org.uk

Information Audit

The Parish Council has undertaken an audit of information it holds and this details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This includes information held electronically or as a printed copy. Information held can change from year to year with different activities, and so the information audit will be reviewed regularly or when the council undertakes a new activity. You can find a copy of the Data Audit on our website.

Individuals' Rights

The General Data Protection Register gives individuals rights with some enhancements to those rights previously in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

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

The Types of Information We Collect

We only collect the information that's necessary to carry out our role, provide information you've requested and to keep you informed. We collect data in a number of ways, but there are occasions when you can choose not to give us certain information, although this may limit the level of contact and service we can provide.

Why We Collect Your Personal Information and How We Use It

The information we hold on you will be used in a number of ways. Here are the main ones:- to enable us to carry out our legal obligations; provide you with information on issues affecting the parish; respond to an enquiry you have made to us; to better understand our parishioner's concerns; obtain your views on matters affecting you; give you information or updates you've asked for or contact you if we need to provide additional information.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your enquiry, provide information and/or access our facilities and services. Your personal information will be not shared outside the Parish Council or provided to any other third party.

Information Security

Shipton Gorge Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and policies and can be found on our website.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted, or archived, although you may request the deletion of your data held by Shipton Gorge Parish Council at any time.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Parish Clerk using the contact information above.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Parish Clerk using the contact information above.

Information Deletion

If you wish Shipton Gorge Parish Council to delete the information about you please contact the Parish Clerk using the contact information above.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Parish Clerk using the contact information above to object.

Rights Related to Automated Decision Making and Profiling

Shipton Gorge Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information 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 or archive all information deemed to be no longer necessary. We constantly review our Privacy Policy to keep it up to date in protecting your data. You can request a copy of our policies at any time.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Shipton Gorge Parish Council's Parish Clerk using the above contact details and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.