

Beeford Parish Council

Privacy Notice — Data Protection Policy

Adopted June 2018.

Beeford 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 Data Protection Act 1998 in respect of any personal information you give us. For more details on the Data Protection and Freedom of Information Acts please contact the Information Commissioner's office.

When dealing with personal data the following are observed:

- Data is processed fairly and lawfully.
- Data is processed for specified purposes only
- Data is relevant to what it is needed for.
- Data is accurate and kept up to date.
- Data is not kept longer than is needed.
- Data is processed in accordance with the rights of individuals.
- Data is kept securely.

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 or telephone number.

What is my personal information used for?

- The Clerk holds details of the Electoral Register for the Parish.
- The clerk holds details of all allotment holders.
- The Clerk holds details of regular contacts for local groups and contractors.
- Information is held in relation to planning applications and any comments thereon.

How do you store my personal details?

- We only store your personal information when volunteered to us by you or when they form part of public record within the Council's Minutes.
- The information is held and managed by the Council Clerk.
- 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 disclosed to third parties unless required by law or your prior written consent is sought.
- It may be necessary for the Council to view certain personal data when considering planning applications and queries.

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 Council laptop, with encryption software, which remains the property of the Parish Council.
- Data is deleted when no longer required.
- All disposed paper data is shredded prior to disposal.

How will you contact me?

- We may use your personal information to contact you.
- Your personal information will NOT be sold or disclosed to any third parties unless required by law or with your written consent.

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 making a 'subject access request' under the Data Protection Act 1998.

- A person about whom information is held is entitled for a fee of £10 to be informed by Beeford Parish Council whether any information is held on him / her and to: a description of the data; and a copy of the information in an intelligible form.
- The person is also entitled to request and receive information pertaining to: the purposes for which the data is being held; the recipients or classes of recipients to whom it may be disclosed; and the source of the data.
- If the data has been processed by a computer to arrive at a decision and the outcome of such processing significantly affects the person concerned is entitled to be informed of the logic behind the decision — making process.
- Where the processing of personal data causes unwarranted and substantial damage or distress the person is entitled to send a notice to Beeford Parish Council requiring such processing to cease. Beeford Parish Council must, within 21 days, send the individual a written notice stating that the request has been complied with or the reasons why the request is unjustified.
- Inadequate compliance with a notice may be remedied by court order.