

# **BRAYFORD PARISH COUNCIL PRIVACY POLICY**

## **1) INTRODUCTION**

The Brayford Parish Council is committed to protecting your privacy and security. This policy sets out to explain the basis upon which any personal information that you provide to the Parish Council will be processed and to ensure that you remain informed and in control of your information.

## **2) WHAT INFORMATION DO WE HOLD**

Information that you give us which we retain is: name ,title, postal address, telephone number(s), email address, website address (if applicable ). We do not retain any personal bank account details even if these are provided eg via cheques, other than where Councillors ask for such information to be retained.

## **3) HOW WILL WE USE YOUR INFORMATION**

3.1. To produce a list of serving councillors from which is produced a regularly updated list which is published on the Web Site.

3.2 To distribute copies of the Parish Council Meetings and all relevant documents .

3.3 To contact councillors on all Parish Council matters.

3.4 From time to time notify councillors of urgent matters/documents e.g. change of date of meetings, planning applications.

## **4) WHERE DO WE STORE YOUR PERSONAL DATA?**

4.1 We are committed to holding your personal information securely.

4.2 We store your information on both computer and in paper format.

4.3 Access to emails are password protected.

4.4 Paper files that hold personal information are retained securely.

4.5 Any backup copies of digital data are stored on securely held memory sticks.

4.6 As the transmission of data via the internet is not completely secure every effort is taken to ensure storage privacy.

## **5) HOW LONG DO WE HOLD YOUR DATA?**

5.1 We will retain your data for the duration of your membership of the Parish Council.

5.2 If you tell us you wish to resign your membership, your personal data will be removed from all our records within one month and not included in any future issues of the published list of Councillors.

## **6) YOUR RIGHTS**

6.1 Under UK legislation you have a number of rights about how your data is processed. **( full details of your personal rights can be found on the Information Commissioner`s Office website <https://ico.org.uk/>**

6.2 Your rights include the right to:

### **6.2.1 Request access to the data we hold about you.**

A copy of the data we hold on you will be sent to you at any time up on receipt of a written application.

### **6.2.2 Have inaccurate and incomplete data rectified.**

Any changes in your personal details notified to the Parish Clerk in writing will be applied with immediate effect.

### **6.2.3 Have the personal data we hold on you deleted ( unless required by law)**

## **6) CHANGES TO OUR PRIVACY POLICY**

Any changes we make to our Privacy Policy in the future will recorded in the Parish Council Minutes which are available on the Parish Web Site.

## **7) CONTACT**

If you have any questions, comments or requests regarding this Privacy Policy Statement please e mail the Parish Clerk.

