

# WINKLEIGH PARISH COUNCIL PRIVACY POLICY

This procedure is a document that sets out Winkleigh Parish Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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## THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the Winkleigh Parish Council website is the controlled copy. Any printed copies of this document are not controlled.

Winkleigh 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 2018** in respect of any personal information you give us. Our registration number with the Information Commissioner's office is ZA132768 and may be viewed at Information Commissioner's Office website. For more details on the **Data Protection and Freedom of Information Acts** please contact the Information Commissioner's Office.

This privacy policy sets out how Winkleigh Parish Council use and protect any information that you give us when you use this website. By using this web site, you consent to the terms of our Privacy Policy and to our processing of personal information for the purposes given below as well as those explained where we request Personal Information on the web.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Protecting your privacy on-line is an evolving area and this website will constantly evolve to meet these demands. We may therefore change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

### **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 regular contacts for local groups and contractors.
- Information is held in relation to planning applications and any comments thereon.
- Information is held when volunteered to the Parish Council in relation to a query or burial.
- Information is held when volunteered to the Parish Council in relation to the Neighbourhood Planning process.

### **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?**

- It may be necessary for the Council to view certain personal data when considering planning applications and queries.
- Information volunteered to us by you in relation to a burial may be viewed by the Cemetery Administrator.
- Your personal information will NOT be disclosed to other parties unless required by law or your prior written consent is sought.

### **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.
- You can unsubscribe to general mailings at any time of the day or night by emailing the Parish Clerk [winkleighpc1@btconnect.com](mailto:winkleighpc1@btconnect.com)

### **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 2018**.

- A person about whom information is held is entitled for a fee of £10 to be informed by Winkleigh 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 Stoke Golding Parish Council requiring such processing to cease. Stoke Golding 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.
- The person also has the right to have wrong information corrected, blocked from processing or erased.

### **Cookies**

Depending on your browser’s security settings and your acceptance of our policy, this website may create, and store small files called ‘cookies’ in a specific directory on your computer. Cookies cannot harm your computer in any way.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question