COPDOCK AND WASHBROOK PARISH COUNCIL

PRIVACY STATEMENT

INTRODUCTION

This Privacy Statement has been provided to help explain why and how Copdock and Washbrook Parish Council collects, uses and protects your information whilst acting as a Parish Council. A more detailed Privacy Notice can be found at https://copdockandwashbrook.org/governance/

WHY IS A PRIVACY STATEMENT NECESSARY?

The General Data Protection Regulations (GDPR) which came into effect in May 2018 provided clear responsibilities for those collecting, using and protecting personal information, in addition to those provisions as set out in the UK Data Protection Act 2018.

WHAT INFORMATION DO WE HOLD ABOUT YOU?

Depending upon the service we are offering or carrying out we may hold: your name; address; email address; telephone number; views/opinions or other information relevant to a particular enquiry or service.

HOW DO WE USE YOUR INFORMATION?

GDPR says that we are allowed to use personal information only if we have a proper reason to do so. This may include sharing data with other parties. We can only use the data for one or more of these reasons;

- Statutory obligation or legal duty
- To fulfil a contract we have with you
- We have a legitimate interest
- We have your consent.

We will not use your data for other purposes other than for what it was collected for unless we have obtained your permission or for other lawful purposes.

HOW LONG WILL WE KEEP YOUR INFORMATION FOR?

We will hold your personal information in accordance with statutory responsibilities and contractual requirements in line with our Document and Electronic Data Retention Policy.

WHAT ARE OUR RESPONSIBILITES AND YOUR RIGHTS?

Under GDPR, the Parish Council must ensure that personal data is:

- Processed lawfully, fairly and transparent
- Relevant and limited to what is necessary
- Kept for no longer than is necessary
- Collected only for valid and explicit reasons
- Accurate and kept up to date
- Processed securely.

The GDPR provides you with the following rights:

- The right to be informed
- The right to rectification

- The right to restrict editing
- The right to object
- The right to withdraw consent
- The right to access
- The right to erasure
- The right to data portability
- Rights in relation to automated decision making & profiling
- The right to complain.

Please contact the Clerk to the Council if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries or complaints.

Clerk to the Council, tel. no. 07849 055699 / email: clerk@copdockandwashbrook.org

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