

WIGGENHALL ST GERMANS PARISH COUNCIL

Wiggenhall St Germans 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. Our registration number with the Information Commissioner's office is Z3256936 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.

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 of 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 the Neighbourhood Planning Process or any other public consultation.

How do you store my 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/Admin Assistance

Your personal information will **NOT** be disclosed to third parties unless required by law or your prior written consent is sought.

Records Management

The Council records are kept at the Clerks house on a laptop

Electronic data is held on a password protected laptop, with encryption.

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.

Signed

Date 21/05/2018

Review May 2019