

CROWLE PARISH COUNCIL (CPC)

General Privacy Notice

Crowle Parish Council is a Data Controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulations GDPR 2018.

The representative for CPC is the Clerk, Sharon Brett who is contactable on 01905 381430 or clerk@crowlepc.co.uk

Why does CPC need to process '**personal data**'? (Any info about a living individual which allows them to be identified)

- To effectively run the business of the Council including employing staff, managing land and assets, keeping accounting records and involvement in the planning process.
- To allow effective communication and liaison between the community, the Council, higher authorities and other organisations or individuals.
- To allow local organisations and businesses to advertise in the Council's magazine.
- To allow administration of contracts and procure services for the benefit of Parish residents.

How and where do we use/process data?

- Using the PC laptop or volunteer's computers; documents, emails and bank accounts.
- Using written and printed documents.
- On the Council Website www.crowle-online.co.uk and Facebook page
- By receipt and sending of post.

For how long is it stored?

- Data is kept only as long as necessary until the conclusion of the business to which it relates.
- Certain data such as financial records, contracts, deeds and minute books must be stored for longer – we follow NALC guidance on storing and archiving such information.

*CPC recognises the importance of keeping individual's personal data secure.
Appropriate technical and organisation measures are taken against unlawful processing
and against any accidental loss or destruction or damage to personal data.
We will comply with the principles of Data Protection Law.*

**Consent is sought to hold and use personal data which is given to the PC.
It is only shared when necessary and with prior permission of the individual/organisation.**

Your rights under Data Protection Legislation

- Any competent adult with verified i.d can make a Subject Access Request (SAR.) They can then access their data and be given information about the way it is processed and stored. The PC must respond within 1 month. This is free of charge.
- You can request to have personal data corrected, updated or deleted, restrict processing and withdraw consent and opt out of any 'direct marketing' activities.
- You can request a copy or transfer of your data to another controller (portability.)
- You also have the right to complain to the ICO if you perceive there is a problem with the way that CPC is handling your data.
- CPC will report any data breaches within 72 hours to the individual and the ICO.

ICO Contact: www.ico.org.uk