

## **Buckerell Parish Council – Privacy Notice**

Buckerell 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 1998 Data Protection Act and the General Data Protection Regulations 2018 in respect of any personal information you give us.

### **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 Parish Clerk holds details relating to things such planning applications and any comments thereon, as well as electronic communications

### **Who can view my personal information?**

It may be necessary for the Council to view certain personal data such as addresses when considering planning applications and other such matters. All the details held are on public record with EDDC planning Department

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

### **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 Parish Clerk and archived on the Parish Council website.

You have the right to have any personal information amended at anytime

### **Records Management**

The Council records, both paper and digital format, are kept at the Clerk's working location which is normally their home. All disposed data is shredded prior to disposal.

The data held by the Clerk is held on a password-protected laptop

### **How will you contact me?**

On occasion we will use your personal information to contact you at the address you have provided us with.

Your personal information will **NOT** be sold or disclosed to any third parties unless required by law or with your written consent.

## **How to make a complaint to us**

Please see our Complaints Procedure for more information

## **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 requesting the data under the Freedom of Information Act 2000.