Lyneham and Bradenstoke Parish Council

Website Privacy Notice

Lyneham and Bradenstoke Parish Council are 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 General Data Protection Regulation (GDPR) 2018 in respect of any personal information you give us.

For more details on the Data Protection and Freedom of Information please contact the Information Commissioner's Office. (ICO)

What do we mean by personal information?

The GDPR covers any data which concerns a living and identifiable individual and includes such things as name, address, email address, age or telephone number.

What is my personal information used for?

- The Clerk holds details of the Electoral Register for the Parish which may only be used for statutory purposes.
- The Clerk holds details of regular contacts for individuals, local groups and contractors for administrative purposes.
- Information is held in relation to planning applications and any comments thereon.
- Information is held in relation to enquiries from members of the public regarding Parish Council matters.
- The Parish Council may use such information to send you communications which you have requested or that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council

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 Parish Council's Minutes.

- The information is held and managed by the Parish Council Clerk.
- You have the right to have any personal information amended at any time.
- Such information is discarded once an enquiry or matter of record is resolved according to our Records Management policy below.

Who can view my personal information?

It may be necessary for the Council to view certain personal data when considering

- Planning applications and queries.
- Enquiries by you regarding Parish Council business.
- 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 Clerk's working location which is their home.
- Electronic data is held on a password-protected Council laptop and backed up to a password-protected database.

- Such information remains the property of the Parish Council.
- Data is deleted when no longer required.
- All disposed of paper data is shredded before disposal.
- Emails are generally deleted once an enquiry is answered or a problem resolved unless it is deemed necessary to retain for statutory purposes.
- Lyneham and Bradenstoke Parish Council do not currently process any personal information for the purposes of decision making unless we may you make aware of this at the time of gathering such information or you have declared such information for that purpose.
- We may hold additional personal information about Councillors and Officers in order to transact normal Council business. E.g. for the purposes of payroll or banking. This information is protected in the above-declared fashion other than for the purposes declared to the individuals when recorded.

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.

Your rights and your personal data

We will try to be as open as we can in terms of giving you access to information about you that is held by Lyneham and Bradenstoke Parish Council. You have the following rights concerning your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases, we will need you to respond with proof of your identity before you can exercise these rights.

1. ***The right to access personal data we hold on you***

- At any point, you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

1. ***The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us, and your data will be updated.

1. ***The right to have your personal data erased***

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

1. ***The right to object to the processing of your personal data or to restrict it to certain purposes only***

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

1. ***The right to data portability***

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

1. ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***

- You can withdraw your consent easily by telephone, email, or by post. (see Contact Details below).

1. ***The right to lodge a complaint with the Information Commissioner's Office.***

- You can contact the Information Commissioners Office on 0303 123 1113 or via email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.