

## **STAINFORTH PARISH COUNCIL**

### **PRIVACY NOTICE & PROTECTION OF PERSONAL INFORMATION**

**Date** 13 February 2018

Stainforth 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 in respect of any personal information you give us. Our registration number with the Information Commissioner's Office is ZA234922 and may be viewed at the 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 and telephone number.

#### **What is my personal information used for?**

The Clerk holds details of the Electoral Register for the Parish and details relating to things such as planning applications and any comments thereon, as well as electronic communications.

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

It may be necessary for the Parish Council to view certain personal data such as addresses when considering planning applications and other such matters. All the details held are of public record with the Craven District Council or Yorkshire Dales National Park's planning departments.

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

#### **How do you store my personal details?**

We only store your personal information when volunteered to us by you or when it forms 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.

#### **Records Management**

The Parish Council's records, both paper and digital format, are kept at the Parish Clerk's working location which is normally his/her home. All disposed data is securely destroyed prior to disposal.

The data held by the Parish Clerk is held on a password-protected Council laptop computer which is and remains, the property of the Parish Council.

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#### **How do you contact me?**

On occasions 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 the Parish Council's 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.

**PFL/Version No 1**