



# Bere Regis Parish Council

## PRIVACY POLICY

Bere Regis Parish Council (parish council) recognises its responsibility to comply with the General Data Protection Regulation which comes into force on the 25<sup>th</sup> May 2018. The Data Protection Act 1998 sets high standards for the handling of personal information and protecting individual's rights for privacy but the new Regulation adds a new Principle of Accountability requiring the parish council to show how they comply with all of the principles.

### What personal information do we collect?

The parish council collects personal information (name, address, telephone numbers, email addresses) during its normal day to day business practice. This data is collected in order to identify problems being reported, information requested, contracts being awarded, work being carried out and advice being given; this list is not exclusive.

### How do we use the personal information collected?

The parish council may use the information provided for the running of committees you may be on, invitation to meetings, returning telephone calls, giving information or advice, reporting of any issues, updating you on changes and developments of interest to you, contacting you for your views, keeping you informed on parish council and community matters and record keeping purposes.

Information is only stored for as long as it is needed or required by statute and will then be either shredded or deleted.

The parish council does not share personal data to organisations for marketing, political purposes or any other purpose without your consent. We would only disclose your information when required to do so by law eg due to court proceedings or request from the police or a law enforcement agency.

### How to access and control your personal data

There are rights you have which are right of access, right of rectification, right of erasure and a right to restrict processing.

You have the right to request details of the information we hold about you and a copy can be emailed or posted to you. You can correct or amend any information that you feel is inaccurate. You can ask for your information to be restricted in use or even erased.

### How is your information protected?

The parish council takes protection of personal data seriously and access is restricted by the fact that it is held at the clerk's residence and is not available to public access. Parish councillors who need the information in order to carry out their duties will be allowed access for that specific purpose only. We never transfer your data outside the UK.

If there is an instance where personal data that the parish council holds is lost, stolen or otherwise breached and where this constitutes a high risk to your rights, we will contact you without delay. We will give you the details of the breach and the steps being taken to deal with it. We would inform the Information Commissioners Office within 72 hours.

Should you wish to complain about the way we are dealing with your personal data, you can contact the ICO through their website at [www.ico.org.uk](http://www.ico.org.uk).

Bere Regis Parish Council will annually review its Data Protection Policy and its Privacy Policy to enable appropriate amendments, development or new policies to ensure personal data is collected, stored and disposed of in a manner compliant with the requirements of the General Data Protection Regulation 2018.