



Privacy Notice

This document sets out the type of information we collect (or are supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

We take the protection of your data seriously. Our aim is to provide a personalised and valuable service whilst safeguarding privacy. Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our users and we have set out below what we will do with your personal information.

What information do we collect and what information are we supplied with?

Personal data means data which relates to a living individual who can be identified from that data, or from that data and other information which is in the possession of, or is likely to come into the possession of Flore Parish Council.

When you contact us, a record is generated in your name. To that record we add information that you give us. We collect and keep information about contractors, councillors and employees. Information is only kept on residents if necessary, ie allotment tenants, cemetery burials etc. We are supplied with a copy of the register of electors by the district council. We do not sell personal information to other organisations.

The data controller for your personal data is Flore Parish Council

What are your rights?

You have the right to request the following, the council will consider any request in-line with the current regulations.

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

How do we use your information?

We use your personal information in the following ways:

- To process enquiries and applications (for example, allotments, burial plots, planning applications).
- To provide services to residents including sending information about current and future services.
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf. This might be done as part of preparing a Community Plan (or Neighbourhood Plan) etc.
- To collect or process payments



How do we keep information secure?

We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them. Our security includes:

- Encryption
- Access controls on systems
- Security training for all staff

Who might we share the information with?

- We might share information with the district/county council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.
- If you write to us your letter will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).
- Your contact details may be passed to survey contractors to carry out surveys. This could be as part of a Community or Neighbourhood Planning process. These contractors will use your details only for that purpose and will then delete them.
- If you are in debt to us, we may give other people information for the purposes of recovering the debt
- Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so

How long do we keep your personal information?

Flore Parish Council keeps personal information in line with our retention and disposal schedule,

You have the right to request that we stop processing your personal data in relation to any council service. However, if this request is approved this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may need to hold or process information in connection with one or more of the Councils legal functions.



How can I access the information you hold about me?

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to: The Parish Clerk, Flore Parish Council.
16 St Mary;s Way, Flore, Northants, NBN7 4QL or email weedonbecpc@btinternet.com

The Data Protection Officer for the Parish Council is Mr Danny Moody
Northants CALC, 6 Litchborough Business Park, Northampton Road, Litchborough, Northants, NN12 8JB
Email: dmoody@northantscalc.com

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are:

The Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 01625 545745 or 0303 123 1113 (local rate) or email: casework@ico.gov.uk

Adopted 21st May 2018

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Chairman