

Bacton Parish Council

Privacy Statement

Adopted: Minute reference:

Introduction

This Privacy Statement has been provided to help explain why and how Bacton Parish Council collects, uses and protects your information whilst acting as a Parish Council.

Why is a privacy statement necessary

The U K General Data Protection Regulations (GDPR) provide clear responsibilities for those collecting, using and protecting personal information in addition to those provisions as set out in the UK Data Protection Act 2018.

What information does the council hold about you

Depending upon the service we are offering or carrying out we may hold: your name; address; email address; telephone number; views / opinions or other information relevant to a particular enquiry or service.

How do we use your information

GDPR says that we are allowed to use personal information only if we have a proper reason to do so. This may include sharing the data with other parties. We can only use the data for one or more of these reasons:

Statutory obligation or legal duty
We have a legitimate interest; or

To fulfil a contract we have with you
We have your consent

We will not use your data for other purposes than for what it was collected unless we have obtained your consent or for other lawful purposes.

How long will we keep your information?

We will hold our personal information in accordance with statutory responsibilities and contractual requirements in line with our Document and Electronic Data Retention Policy.

What are our responsibilities and your rights?

Under GDPR, the Parish Council must ensure that personal data is:

Processed lawfully, fairly and transparent	Collected only for valid and explicit reasons;
Relevant and limited to what is necessary	Accurate and kept up to date
Kept for no longer than is necessary	Processed securely

The GDPR provides you with the following rights:

Processed securely	The right to access
The right to rectification	The right to erasure
The right to restrict editing	The right to data portability
The right to object	Rights in relation to automated decision making & profiling
The right to withdraw of consent	The right to complain

Please contact the Clerk to the Council if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints.