

# **Modbury Parish Council Privacy Statement**

(Adopted by the Council on 14<sup>th</sup> May 2018 Minute: 18.066)

**Reviewed and adopted by Modbury Parish Council 4th May 2021**

**Due for review May 2022**

The Parish Council seeks to be compliant with the General Data Protection Regulations through the implementation and reviewing of the below policy.

## **What is personal data?**

Personal data is any information about a living individual which allows them to be identified from that data (for example: a name, photograph, video, email or postal address).

## **What data is captured and/or held by Modbury Parish Council?**

The Parish Council does not hold a data base of Modbury residents and does not intend to do so. No personal or sensitive information (such as marital status, nationality, religion, ethnicity, medical condition etc) is held by the Council unless it is contained in correspondence sent by you to the Council.

All communications to the Council from Modbury Parishioners by email, letter or telecommunications will inevitably contain data about the person contacting us (typically an email address and possibly home/business addresses and phone numbers). That information is held to enable us to contact you about the matter raised and is held solely for that purpose.

In the case of specific Parish Council activities that require the recruitment of volunteers, the contact details (name, address, telephone no and email address) are held to enable the Parish Council to contact you solely in relation to the activity for which you volunteered.

You can ask for your personal data to be deleted at any time.

We do not collect personal data from visits to the Parish Council's website. If you email us from the website then your email address and any other contact details you may choose to divulge will be retained to enable us to respond.

Please note that where bookings are made online at Parish Council venues, such as the MARS (Modbury Association of Recreation and Sport) Pavilion, the details relating to your booking will be separately held. See privacy notice on the MARS website.

<https://www.marsport.org/index.html>

### **With whom do we share information?**

Your correspondence to the Parish Clerk or to an individual Councillor may be shared with other members of the Parish Council and/or Councillors, or relevant Council employees, at District and County level solely for the purpose of responding to the matter that you have raised. Correspondence is a regular topic on the monthly Council meeting agenda and may be discussed at Council meetings which are open to the public.

Telephone calls are not recorded but notes of the content of such calls may be held and relayed to Parish Councillors and/or Councillors, or relevant Council employees, at District or County Council level.

### **How long do we retain data for?**

This may vary according to the nature of the subject and whether there are regulations relating to the period for which such correspondence should be retained. In most cases the data will be deleted after 7 years.

### **Protection of the data we hold**

We take a proportionate approach to ensuring your data is securely held through the use of anti-virus software and such security measures as we deem appropriate to deter access by hackers.

### **Your rights and your personal data**

You have the following rights with respect to 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.

- The right to access personal data we hold on you.
- The right to correct and update the personal data we hold on you.
- The right to have your personal data erased.
- The right to object to processing of your personal data or to restrict it to certain purposes only.
- The right to data portability.
- The right to withdraw your consent at any time for any processing of data to which consent was previously obtained.
- 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 <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.