

Preston Richard Privacy Policy

The following privacy policy applies from the 25th May 2018

1. What Data do you hold?

The Parish Council holds a variety of data items which may include some or all of the following:

- **Name**
- **Address**
- **Telephone Number**
- **Email address**
- **Facebook Page**
- **Bank details (for suppliers only)**

2. What do you do with my personal data?

We use your data to contact you regarding matters relating to the Parish Council or its Sub-Committees, such as:

- To Provide Council updates and activities, volunteer work for Speedwatch, the Community Plan Working Group and Preston Richard Emergency Plan, to contact you regarding business matters and for financial transaction where appropriate. In the event of a disagreement which needs resolution.

3. How long will you keep my personal data?

- We keep information as long as you wish to be involved or until you ask us to remove it; we do not pass your information to any other body unless we have your permission to do so.
- In each case, the length of time that we need to keep the information may be different, but we will only keep the information for as long as we need it.

4. Who do you share my personal data with and why?

We will share your information in the following situations:

- With volunteers within your group unless you express a wish for us not to do so.

- When you have provided your consent (staff & Councillors)
- When we have legal or regulatory requirement to do so.

5. What data do you hold about me? (And how do you get it?)

We collect information in the following ways:

- Directly from you, such as information filled in within application or registration forms, and from emails, letters and accounts sent to us requiring further action.

6. What rights do I have?

You have the following rights:

- To be informed about how we use your personal data (the purpose of this Privacy Notice);
- To update your personal data by contacting us;
- To ask us to delete your personal data. However, there may be circumstances where we are legally entitled to retain it;
- To get a free copy of your personal data please contact us (see below)
- To object to the processing of your data and have it restricted. There may be circumstances where you ask us to restrict the processing of your information, but we are legally entitled to refuse that request;
- The right to make a complaint to the Information Commissioner (www.ico.org.uk) if you think that any of your rights have been infringed by us.

7. How do I change my preferences?

- You can opt in and out of receiving emails from us by contacting us direct
- We will never give your personal data to a third party for any purpose unless you have expressly given us your permission.

8. How do you ensure my data is secure?

The Council is committed to keeping your data secure. We use a variety of security technologies and procedures to help protect your personal data from unauthorized access, use or disclosure.

9. What else can I do to ensure my data is secure?

Along with a section on Privacy, [Get Safe Online](#) has plenty of other good advice about protecting yourself online

10. How can I contact you?

If you would like more information or would like to raise any queries with us in relation to your information, you can contact us by any of the below methods.

Post: The Clerk, Lingmor. Gatebeck Road, Endmoor, LA8 0HH

Email: clerk@prestonrichard.co.uk

Tel: 015395 67411

11. Changes to this Privacy Notice

We will check this policy from time to time and post any changes here.

12. Resolving Privacy Issues

We will always try our best to resolve any data privacy issue you may have. You have the right to refer any data privacy issue to the [Information Commissioner's Office](#) at any time.