
PRIVACY NOTICE – DATA PROTECTION POLICY

Little Wolford Parish Meeting (LWPM) is committed to protecting your privacy. All public and private organisations are legally obliged to protect any personal information they hold. We operate in accordance with the General Data Protection Regulation (GDPR) 2018 in respect of any personal information you give us.

What do we mean by personal information?

The GDPR covers any data which concerns a living and identifiable individual and includes such things as name, address, email address, age or telephone number.

What is my personal information used for?

- LWPM holds details of the Electoral Register for the Parish which may only be used for statutory purposes.
- LWPM holds details of regular contacts for individuals, local groups and contractors for administrative purposes.
- Information may be held in relation to planning applications and any comments thereon.
- Information is held in relation to enquiries from members of the public regarding Parish Meeting matters.
- LWPM may use such information to send you communications which you have requested or that may be of interest to you. These may include information about campaigns, grants, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council.

How do you store my personal details?

LWPM only stores your personal information when volunteered to us by you or when they form part of public record within the Parish Meeting's Minutes.

- The information is held and managed by the LWPM Chairman.
- You have the right to have any personal information amended at any time.
- Such information is discarded once an enquiry or matter of record is resolved according to our Records Management policy below.

Who can view my personal information?

It may be necessary for LWPM to view certain personal data when considering:

- Planning applications and queries.
- Enquiries by you regarding Parish Meeting business.
- Your personal information will NOT be disclosed to third parties unless required by law, as part of communications during an emergency or your prior written consent is sought.

Records Management

- The LWPM records are kept at the Chairman's working location which is their home.
- Electronic data is held on a password-protected laptop.
- Such information remains the property of LWPM.
- Data is deleted when no longer required.
- All disposed paper data is shredded prior to disposal.
- LWPM does not currently process any personal information for the purposes of decision making unless making you aware of this at the time of gathering such information or you have declared such information for that purpose.
- LWPM may hold additional personal information about Officers in order to transact normal Parish Meeting business – e.g. for the purposes of banking, communication or admin. This information is protected in the above declared fashion other than for the purposes declared to the individuals when recorded.

How will you contact me?

- LWPM may use your personal information to contact you, including sending our regular email updates on news, events and local matters relating to Little Wolford.
- Your personal information will NOT be sold or disclosed to any third parties unless required by law, as part of communications during an emergency or with your written consent.

Your rights and your personal data

- LWPM will try to be as open as possible in terms of giving you access to information about you that is held by LWPM. 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, LWPM may need to verify your identity for your security. In such cases LWPM will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- a) At any point you can contact the LWPM Chairman to request the personal data held about you as well as why LWPM has that personal data, who has access to the personal data and from where the personal data was obtained. Once LWPM has have received your request, this will be responded to within one month.
- b) There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. The right to correct and update the personal data we hold on you

- a) If the data LWPM holds on you is out of date, incomplete or incorrect, you can inform the LWPM Chairman and your data will be updated.

3. The right to have your personal data erased

- a) If you feel that LWPM should no longer be using your personal data or that LWPM is unlawfully using your personal data, you can request LWPM to erase the personal data it holds.
- b) When LWPM receives your request, LWPM will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because LWPM needs it for complying with a legal obligation).

4. The right to object to processing of your personal data or to restrict it to certain purposes only

- a) You have the right to request that LWPM stops processing your personal data or ask LWPM to restrict processing. Upon receiving the request, LWPM will contact you and let you know if it is able to comply or if it has a legal obligation to continue to process your data.

5. The right to data portability

- a) You have the right to request that LWPM transfers some of your data to another controller. LWPM will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- a) You can withdraw your consent by email, or by post (see contact details at the top of page 1).

7. The right to lodge a complaint with the LWPM Chairman

- a) You can lodge a complaint with the LWPM Chairman via email at: chairman@littlewulford.org.uk.