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## **PRIVACY NOTICE – DATA PROTECTION POLICY**

The Wolfords Joint Parish Council (TWJPC) 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/date of birth, or telephone number.

### **What is my personal information used for?**

- TWJPC holds details of the Electoral Register for The Wolfords parishes which may only be used for statutory purposes.
- TWJPC 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 TWJPC matters.
- TWJPC 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 TWJPC.

### **How do you store my personal details?**

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

- The information is held and managed by the TWJPC Clerk.
- 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 TWJPC to view certain personal data when considering:

- Planning applications and queries.
- Enquiries by you regarding TWJPC 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 TWJPC records are kept at the Clerk's working location.
- Electronic data is held on a password-protected laptop.
- Such information remains the property of TWJPC.
- Data is deleted when TWJPC deems it is no longer required or relevant.
- All disposed paper data is shredded prior to disposal.
- Emails are generally deleted once an enquiry is answered or a problem resolved unless it is deemed necessary to retain it for statutory purposes.
- TWJPC 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.
- TWJPC may hold additional personal information about Officers in order to transact normal TWJPC 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?**

- TWJPC may use your personal information to contact you, including sending our regular email updates, newsletters, events and local matters relating to The Wolfords.
- 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**

- TWJPC will try to be as open as possible in terms of giving you access to information about you that is held by TWJPC. 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, TWJPC may need to verify your identity for your security. In such cases, TWJPC 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 TWJPC Clerk to request the personal data held about you as well as why TWJPC has that personal data, who has access to the personal data and from where the personal data was obtained. Once TWJPC has 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 TWJPC holds on you is out of date, incomplete or incorrect, you can inform the TWJPC Clerk and your data will be updated.

### **3. The right to have your personal data erased**

- a) If you feel that TWJPC should no longer be using your personal data or that TWJPC is unlawfully using your personal data, you can request TWJPC to erase the personal data it holds.
- b) When TWJPC receives your request, TWJPC will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because TWJPC 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 TWJPC stops processing your personal data or ask TWJPC to restrict processing. Upon receiving the request, TWJPC 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 TWJPC transfers some of your data to another controller. TWJPC 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, at: [clerk@thewolfordsipc.co.uk](mailto:clerk@thewolfordsipc.co.uk) ; or
- b) Via post, to: The Clerk, The Wolfords Joint Parish Council, 13A Compton Court, Long Compton, Shipston on Stour, Warks., CV36 5JW

**7. The right to lodge a complaint with the TWJPC Clerk**

- a) You can lodge a complaint with the TWJPC Clerk via email at: [clerk@thewolfordsipc.co.uk](mailto:clerk@thewolfordsipc.co.uk).