

# KELSALE-CUM-CARLTON PARISH COUNCIL



**Chairman: Cllr Alan Revell**

**Parish Clerk: Elizabeth Flight, 31 Kings Road, Leiston, Suffolk, IP16 4DA**

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## **Kelsale-Cum-Carlton Parish Council Privacy Notice Adopted July 2018**

### **Introduction**

Kelsale-cum-Carlton Parish Council 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 Regulations 2018 in respect of any personal information you give us. Our registration number with the Information Commissioner's office is A8367164 and may be viewed at the Information Commissioner's Office website.

### **What do we mean by personal information?**

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

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

The Clerk holds details of the Electoral Register for the Parish and details relating to things such as planning applications and any comments thereon, as well as electronic communications.

### **Who can view my personal information?**

It may be necessary for the Council to view certain personal data such as addresses when considering planning applications. All the details held are of public record with SCDC planning Department.

Your personal information will NOT be disclosed to third parties unless required by law or your prior written consent.

### **Records Management**

- The Parish Council records are kept at the Clerk's working location which is their home.
- Electronic data is held on a password protected Parish Council laptop with anti-virus and encryption software, which remains the property of the Parish Council.
- Data is deleted when no longer required.
- All disposed paper data is shredded prior to disposal.

### **How will you contact me?**

- We may use your personal information to contact you.
- Your personal information will **NOT** be sold or disclosed to any third parties unless required by law or with your written consent.

### **How to get a copy of your information?**

- We will try to be as open as we can in terms of giving you access to your information. You can find out if we hold any personal information about you by making a 'subject access request' under the General Data Protection Regulation.
- The person is also entitled to request and receive information pertaining to:
  - the purposes for which the data is being held
  - the recipients or classes of recipients to whom it may be disclosed
  - the source of the data.
- Where the processing of personal data causes unwarranted and substantial damage or distress the person is entitled to send a notice to Kelsale-cum-Carlton Parish Council requiring such processing to cease. Kelsale-cum-Carlton Parish Council must, within 21 days, send the individual a written notice stating that the request has been complied with or the reasons why the request is unjustified. Inadequate compliance with a notice may be remedied by court order.
- The person also has the right to have wrong information corrected, blocked from processing or erased.