



Data Protection Policy

REVISION DATE

September 2020

REPLACES POLICY

February 2017

POLICY STATEMENT

As a Parish Council we do not hold a great deal of personal data, however, if we ask you for personal information, we promise:

- to make sure you know why we need it;
- to only ask for what we need, and not to collect too much or irrelevant information;
- to protect it and make sure nobody has access to it who shouldn't;
- to let you know if we share it with other organisations to give you better public services - and if you can say no;
- to make sure we don't keep it longer than necessary; and
- not to make your personal information available for commercial use.

In return, we ask you to:

- give us accurate information; and
- tell us as soon as possible if there are any changes, such as a new address.

This helps us to keep your information reliable and up to date.

You can get more details on the following points from our Privacy Statement:

- how to find out what information we hold about you and how to ask us to correct any mistakes;
- agreements we have with other organisations for sharing information;
- circumstances where we can pass on your personal information without telling you, for example, to prevent and detect crime or to produce anonymised statistics;
- our instructions to staff on how to collect, use and delete your personal information;
- how we check the information we hold is accurate and up to date; and
- how to make a complaint.

When we ask you for information, we will keep to the law, including the Data Protection Act 1998.

For independent advice about data protection, privacy and data-sharing issues contact the Information Commissioner's Office

Email: mail@ico.gsi.gov.uk

Tel: 01625 545745 or 0303 123 1113

Fax: 01625 524510

The Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

POLICY APPROVAL

Council Minute 09.20.13 LOCAL COUNCIL AWARDS SCHEME – Quality Award ITEM i.

POLICY REVIEW DUE

February 2022