

## **Aldbury Parish Council**

### **Declaration of Privacy Policy and GDPR**

As of 25th May 2018, all organisations that store, manage or use data collected from the public will be accountable for the way it is handled. To this end, the Council is obliged to make you aware of what information we store and how it is used. This is a requirement of The General Data Protection Regulations 2018 (GDPR). Aldbury Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

#### **In summary**

In accordance with the law, we:-

- Only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- Do not use your data for purposes other than those specified.
- Make sure your data is stored securely
- Do not use profiling; we do not sell or pass your data to third parties.
- Delete all information deemed to be no longer necessary and review this policy every two years to keep it up to date in protecting your data.

1. The Council is an employer and use a payroll provider. Information about employees is therefore passed to a third party with the consent of employees. Generally, it is not the policy of Aldbury Parish Council to pass information to third parties unless legally required to do so e.g. HMRC

2. As a Council, we are responsible for the management of allotments off Trooper Road. We hold names, addresses and contact details which are stored on a computer system.

3. The Council also awards grants to Community groups within the Parish. Details retained are for the purpose of contacting individuals and are not passed to any other organisations.

4. The Council can be contacted by phone, e-mail or via the Council's website. In every contact, the Clerk retains contact details only for as long as it takes to satisfy the information or reporting requirements of the individual concerned. Any such information retained electronically is subject to the protocols included in the Council's Information and Data Protection Policy and Retention and Disposal Policy.

Documents will be retained for as long as legally obliged or will be archived and stored appropriately. We hold an Information Commissioners Office Certificate of Registration (Z281034X). A Retention and Disposal Policy (2018) is available on the website.

#### **Children**

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: [parishclerk@aldburyparish.org.uk](mailto:parishclerk@aldburyparish.org.uk)

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact:

[parishclerk@aldburyparish.org.uk](mailto:parishclerk@aldburyparish.org.uk)

### **Information Deletion**

If you wish Aldbury Parish Council to delete information about you please contact:

[parishclerk@aldburyparish.org.uk](mailto:parishclerk@aldburyparish.org.uk)

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact: [parishclerk@aldburyparish.org.uk](mailto:parishclerk@aldburyparish.org.uk)

### **Rights Related to Automated Decision Making and Profiling**

Aldbury Parish Council does not use automated decision making or profiling of individual personal data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Aldbury Parish Council Data Information Officer:

[parishclerk@aldburyparish.org.uk](mailto:parishclerk@aldburyparish.org.uk) , the Data protection Officer [www.audit-iac.com](http://www.audit-iac.com) or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk).

Reviewed and adopted by Council: February 2024

Next review: February 2026