

## **Lane End Parish Council Privacy Notice**

Adopted; 9<sup>th</sup> April 2018

This sets out the type of information the Parish Council collects/supplied with. It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected/supplied will be treated in accordance with current data protection laws in the UK.

### **Information collected / supplied.**

When you contact Lane End Parish Council, we create a record in your name. To that record we add information that you give us. We keep records when you contact us. We collect and use information about councillors and employees. We are supplied with a copy of the register of electors by Wycombe District Council. We do not sell personal information to other organisations.

If the Parish Council is likely to want to do any marketing or have any marketing done on behalf of Council and you do want to receive information about services from the Parish Council we will ask you to make this choice when you contact us (website contact form).

The data controller for your personal data is Hayley Glasgow, Parish Clerk to Lane End Parish Council.

### **How we use your information**

We use your personal information in the following ways:

To process enquiries and applications (for example, about allotments).

- To provide services to residents including sending you information about current and future services. This includes lists of current allotment holders and waiting lists for allotments. It includes mailing lists for newsletters, agendas or minutes.
  - To allow other organisations to provide services to residents.
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf. This might be done as part of preparing a Community Plan (or Neighbourhood Plan/Parish Plan) if we carry out a survey to find out what the community thinks.
- To produce aggregated statistical information, including data for monitoring equality of opportunity.
  - To collect or process payments

### **Who we might share your information with**

We might share information with the district/county council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.

If you write to us, your letter/email will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

(Your contact details may be passed to survey contractors to carry out surveys. This could be as part of a Community or Neighbourhood/Parish Planning process. These contractors will use your details only for that purpose and will then delete them).

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so

### **Transfer of data outside of the EEA.**

The parish council will only transfer your personal information outside the European Economic Area where necessary safeguards have been secured by contract (this might be unnecessary but many data centres, i.e. the cloud, are not in the EEA)

## **Keeping data**

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.

### **How can I access the information you hold about me?**

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate.

You are entitled to withdraw your consent to the processing of your personal data by the council.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to:

The Data Protection Officer, Lane End Parish Council, PO Box 1616, High Wycombe, HP12 9FS

Email- [clerk@laneendparishcouncil.org.uk](mailto:clerk@laneendparishcouncil.org.uk)

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF